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LAND INFORMATION SYSTEM (LIS) REQUIREMENTS STUDY

VOLUME II

MATRICES - PART 1

National Systems & Research Co.

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DET — A determination of "Automated" or "Manual" for each process, based on the "N/T" column. This signifies which processes are candidates for automation.

N/T — The information for this column is gathered from the set of Process Evaluation matrices for the process. "N" is the number of activities within the process which are true automated candidates. A true automated candidate is an activity that meets the objectives stated in the ALMRS Concept Document (1985). The objectives are listed in the legend at the bottom of each Process Evaluation (Candidates) matrix.

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"T" is the total number of automated activities determined from the analysis. It is the sum of the "A's" in the DET column on the Process Evaluation (Candidates) Matrix.

"N/T" is the ratio of true automated candidates to the total number of automated candidates.

The determination (DET) for the process primitive is "A" if at least one of the activities is a true candidate (i.e., N is greater than or equal to one).

MISSION ELEMENTS — The LIS Mission Elements (described in Volume I, section 4) are listed within the program to which they apply (Records, Resources, or Technical Activities). Elements related to the automated candidate are labeled with an "X."

PROCESS EVALUATION MATRIX — The process evaluation matrix column gives the matrix identification code of the appropriate Process Evaluation Matrix for the DFD Process primitive. The matrix identification code consists of a letter and a number. The letter identifies the case or global activity. The number is assigned to the process primitive based on its order of appearance in the case volume.

The DFD Process Primitives (Summary) Matrix corresponds to the BLM Program/LIS Mission Element Cross Correlation Matrix, shown as **Figure 1-1** of Volume IV. The preauthorization and post authorization activities are identified per process primitive

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within each case type. Some case support and case maintenance activities are contained in the process primitives of the case programs. However, the majority of the case support and case maintenance activities come from the global cases. The globals were evaluated separately although they are part of the various case processing types.

1.2.2 Process Evaluation (Candidates) Matrix

The Process Evaluation (Candidates) matrix is the workhorse of the LIS Requirements Study. This matrix incorporates information from the IPO narratives, Data Flow Diagrams, and Data Dictionaries for each process primitive representing the individual case type as described in the ALMRS Current System Description. Each matrix sheet contains a header and a body. The header consists of:

DFD PROCESS	The process primitive name as given in the Current System Description DFD. This corresponds to an entry in the DFD Process Primitives Title column of the summary matrix.
PROCESS ID	The process primitive number of the process from the Current System Description DFD. This corresponds to an entry in the DFD Process Primitives Process Identifier column of the summary matrix.
TOTAL AUTOMATED	The number of total automated candidates is the sum of the "A's" in the determination (DET) column within the body of the matrix.
TRUE CANDIDATES	The number of automated candidates which satisfy at least one of the seven Program Objectives.

The body of the matrix consists of:

IPO SUB PARA #	The IPO Subparagraph number identifies the paragraph in the IPO narrative in which the activity description can be found.
SENT	The number of the sentence within the above IPO Subparagraph which describes the activity.
DET	The initial determination of whether an activity is automated (A) or manual (M). If the determination is manual no further analysis is necessary. (Refer to Volume I,

section 4 for the methodology used for the determination analysis criteria.)

PROCESS — A process column entry contains the name of an activity within the process primitive that is a potential candidate for automation. These activities were named using action verbs so that if an activity was determined to be automated the corresponding user requirement would be clearly identified.

PRIORITY — Six analysts independently assigned a priority level for automating each activity. The values ranged from 0 to 4 according to the following scheme:

0- In the view of the analyst, this process is not considered an automated candidate.

1- Automation of the process is only a want or desire; a proven need has not been established.

2- Automation of the process is only a possibility.

3- The need for automation of the process is minimal.

4- The need for automation of the process is critical.

AVG — The AVG column contains the average of the six priority values from the priority column. This number was used as a weighting factor for the derived user requirements.

SEC — The type of security required for the activity. This is determined by viewing the data elements used as input or output and the security applied to those elements. Security is of two types: General and Sensitive.

PROGRAM OBJECTIVES — The seven objectives described in the ALMRS Concept Document (1985). The program objective(s) satisfied by this activity are indicated by an "X" in the appropriate column. The objectives are listed in the legend at the bottom of each matrix.

INFORMATION PROCESSING AREAS

These are the five general areas of an automated data processing environment. The selected automated activity should satisfy at least one.

a. Entry/Capture is the ability to input information.

b. Query is the ability to retrieve information based on specified conditions.

c. Generation for Reporting is the ability to view information on the screen and/or hard copy.

d. Update/Maintenance is the ability to change existing information.

e. Analysis/Manipulation is the use of automated comparison and manipulation of information.

DERIVED USER REQUIREMENT EVALUATION

The Derived User Requirement Evaluation is the culmination to the Process Evaluation. The analysis at this point involves the generalization of similar activities into a label that portrays a clear automated user requirement.

As the candidate selection process progresses, the description of the requirement is enhanced by the activities attributed to that requirement. With the analysis of each case it becomes easier to see which areas of the Land and Minerals programs are candidates for automation. The requirements are categorized to allow a clearer representation of the Land and Minerals automated case processing. Subcategories were also used within some of the categories to provide further structure when the number of requirements became excessive.

1.2.3 Data Evaluation (Candidates) Matrix

The Data Evaluation (Candidates) Matrix contains columns of information divided into three areas: Data Dictionary Elements, Evaluation Criteria and ALMRS Automated Data Areas. These areas and their components are described in the following paragraphs.

1.2.3.1 Data Dictionary Elements

The Data Dictionary Elements area contains the following information:

DATA NAME — Identifies the data element as specified in the Data Dictionary of each case or program. Some of the data items in the dictionary were actually processes or external entities. These data items were removed from the data evaluation matrices and not analyzed.

DATA TYPE — Each entry in the Data Dictionary is one of the following data types:

a. Data Store -- Physical holding for the data files (data base);

b. Data File -- Collection of related records;

c. Data Set -- A grouping of records within a file;

d. Data Record -- Collection of related elements;

e. Data Aggregate -- A grouping of elements for logical relation;

f. Data Element -- Lowest level data item; or,

g. Data Flow -- The data involved in the action, processing, or change when going from one process to another.

SEC — The security column indicates whether the data is general or sensitive. The analyst determined the security level of each item by reviewing who could view and update Land and Minerals and Technical Activities data. General data may be retrieved by all BLM personnel, other Government agencies, and the general public but may be updated by BLM

personnel only. Sensitive data may be viewed by BLM personnel or the originating entity. For example, a contractor may review his proprietary lease information. Sensitive data may be updated by BLM personnel only.

DET — Determination (Automated or Manual). The analyst evaluated whether a data item could be automated by reviewing the Description, Definition, Ability to Update, and Ability to View entries in the Data Dictionary for each item.

Key words in the Data Dictionary description of the data name such as "update," "retrieve," "form," and, "letter" signaled the potential for automation. Words used in the Data Dictionary definition such as "case number," "case type," "form," "serial number" and, "legal description" were also considered key words which identified data items as automation candidates. If the Data Dictionary description and definition did not provide enough detail, the DFDs and the process narratives were reviewed to determine how the data was used.

If a data item was determined to be manual, no further evaluation was performed.

1.2.3.2 Evaluation Criteria

The Evaluation Criteria area contains the following information:

INTERNAL SYSTEM — An "X" in this column indicates that the data dictionary element is part of a BLM system (e.g., Case Recordation, On-Line Recordation and Case Access (ORCA) System, Alaska Automated Land and Mineral Record System (AALMRS)). The column is blank if the element is not part of an internal BLM system. The specific internal system is not identified in this study.

SATISFY USER REQUIREMENT — The number in this column corresponds to one of the 23 user requirement categories (14 for Land and Minerals, 9 for Technical Activities) described in section 3. These requirements were derived from the Land and Minerals and Technical Activities Process Evaluation analysis.

1.2.3.3 ALMRS Automated Data Areas

The columns in this area are the ALMRS Automated Data Areas as outlined in the ALMRS Concept Document (1985). An "X" appears in the column(s) to which the Data Dictionary element applies.

LAND DESC	Land Description is data describing a parcel of land, as depicted on an official survey plat resulting from a cadastral survey. It may include metes and bounds, tracting, or parcel numbering description.
OWN & STAT	Ownership and Status is data concerning property rights, including rights to transfer and availability of land and its resources. It also includes mining recordation and Historical Index data.
SER # LOG	Serial Number Log is a system of unique identification numbers used by the BLM to track and control documents, case files, case actions, etc.
STIP	Stipulations pertain to land restrictions. These stipulations can be general stipulations for an area or can be added to a case at the time of case processing.
REGU REFR	Regulation Reference File contains data concerning Land and Minerals case regulations.
DOC REFR	Document Reference is an index to a collection of title documents, patents, deeds, orders, proclamations, etc.
CASE/PROJ ACTS	Case/Project Activities is data that allows the BLM to track and maintain the documents and legal instruments which make up case files in Land and Minerals and case/project files in Technical Activities.
BOND	Bond File contains state and nationwide bond data, including type, states covered, purpose of activity, amount, interest relationships, actions, and dates.
SURE	Surety File contains a listing of approved and licensed surety companies.

QUAL	Qualification data contains the names, addresses, and identification numbers of lease and land action qualified individuals.
MSTR NAME	Master Name is information on corporations or associations which have ten percent or more ownership interests in the BLM maintained land.
RES DATA	Resource Data is geographically referenced information from resource thematic maps.
GEO COOR	Geographic Coordinates contains numeric representations of latitude, longitude, and elevation for a point or points on the surface of the earth.

The analysis matrices provided on the following pages include the DFD Process Primitives (Summary) matrix, the Process Evaluation (Candidates) matrices, and the Data Evaluation matrix for the specified case, global activity, or program.

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MATRIX A. DFD PROCESS PRIMITIVES (SUMMARY)
CASE TYPE: PUBLIC ADMINISTRATION

DFD PROCESS PRIMITIVES				MISSION ELEMENTS													PROCESS EVALUATION MATRIX
				RECORDS				RESOURCES				TECHNICAL					
PROCESS IDENTIFIER	TITLE	DET	n/t	PRE	POST	SUPP	MAINT	INVEN	ANALY	MON/CO	IMPLE	PLAN	INFO	ANALY	PROD	ADMIN	
1.1.2.2.1.1	Pre-Application Inquiry	A	2/3	x													A-1
1.1.2.2.1.2	Process Application	A	7/9	x													A-2
1.1.2.2.1.3	Field Review	A	1/3		x												A-3
1.1.2.2.1.4	Adjudicate Case	A	7/12		x												A-4
1.1.2.2.1.5	Legal Decision	A	5/10		x												A-5

LEGEND:

A = Automated Process
M = Manual Process (cannot be automated)

n/t = Automation Factoring Summary:
"n" is the total number of true automated candidates
"t" is the total number of automated processes

* Data Evaluation Matrix = I

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PROCESS SHEET: 1 of 1
CFD PROCESS: Pre-Application Inquiry
PROCESS ID: 1.1.2.2.1.1

MATRIX A-1. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Public Administration

TOTAL AUTOMATED = 3
TRUE CANDIDATES = 2

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Rec Public Inquiry for Disclaimer/Correction																						
2	1	M	Determine CFR Requirements for Inquiry																						
3	1	M	Evaluate Suitability of Inquiry																						
3	1	A	Check Case Recordation	4	4	4	4	4	4	14.00	G	x		x			x				x			x	1 Case Information Validation
3	1	A	Check Land Description thru Land Interpreter	4	4	4	4	4	4	14.00	G	x		x			x				x			x	1 Case Information Validation
3	1	M	Check Related Case File																						
4	1	A	Prepare Inquiry Response	2	2	1	1	2	2	11.67	G								x			x			3 Word Processing
4	1	M	Send Inquiry Response to Inquirer																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS SHEET: 1 of 1
DFD PROCESS: Process Application
PROCESS ID: 1.1.2.2.1.2

MATRIX A-2. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Public Administration

TOTAL AUTOMATED = 9
TRUE CANDIDATES = 7

IPO SUB PARA	SEQ	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Internal BLM Notices Error																						
1	2	M	Retrieve CF from Docket																						
1	3	A	Prepare Corrective Patent Action	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
1	3	M	Send Correction to Patentee																						
2	1	M	Receive Apln & Money																						
3	1	A	Prepare Accounting Advice	4	4	4	4	4	3	3.83	G		x			x	x	x	x		x			2	Accounting Form Preparation
3	1	M	Send Acctg Advice & Money to Accounting																						
4	1	A	Serialize Application	4	4	4	4	4	4	4.00	G		x				x	x	x					1	Case Serialization
4	1	M	Build CF																						
4	3	M	Prep Estimate Cost Reimbursement on Disclaim																						
5	1	M	Send Estimate to Applicant																						
6	1	M	Receive Money from Applicant																						
7	1	A	Prepare Accounting Advice	4	4	4	4	4	3	3.83	G		x			x	x	x	x		x			2	Accounting Form Preparation
7	1	M	Send Acctg Advice & Money to Acctg (DSC)																						
8	1	M	Make Prelim Determ on CFR Requirements																						
8	2	A	Check Legal Description	4	4	4	4	3	3	3.67	G	x	x			x		x		x	x			4	Legal Reference Query
8	3	A	Check Apln Information & Title Documents	4	4	3	3	3	3	3.33	G		x			x			x				x	1	Application Verification
9	1	M	Determine Agreement on Patent Correction																						
9	1	A	Check Apln, Title Documents, Basis for Correc	4	4	3	3	3	3	3.33	G		x			x			x				x	1	Application Verification
10	1	A	Prepare Disclaimer or Rejection Decision	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
10	2	M	Send Discl/Decision to Relevant Parties																						
11	1	M	Receive Additional Information																						
11	2	A	Update Case Recordation	4	4	4	4	4	4	4.00	G	x		x		x	x	x	x			x		1	Case Information Update
12	1	M	Send Disclaimer Case to "Adjudicate Case"																						
12	2	M	Send Correction Case to "Field Review"																						
13	1	M	Send Any Old CFs to Docket																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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MATRIX A-3. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Public Administration

TOTAL AUTOMATED = 3
TRUE CANDIDATES = 1

IPO SUB PARA#	SENT#	CET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive CF from "Process Application"																						
2	1	M	Conduct Field Review																						
3	1	M	Send Copy of Apln to SMA																						
4	1	M	Receive SMA Recommends/Report/Comments																						
5	1	A	Prepare Recommendations	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
6	1	A	Update Case Recordation	4	4	4	4	4	4	4.00	G	x		x		x	x	x	x			x		1	Case Information Update
7	1	M	Send CF to "Adjudicate Case"																						
7	1	A	Send Final Recomm to "Adjudicate Case"	4	4	2	2	1	2	2.50	G									x	x			3	Electronic Mail

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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BLM PROCESS: Adjudicate Case
PROCESS ID: 1.1.2.2.1.4

MATRIX A-4. [illegible]S EVALUATION (CANDIDATES)
CAS[illegible] Public Administration

TOTAL AUTOMATED = 12
TRUE CANDIDATES = 7

IPO SUB PARA	SENT	DET	PROCESS (CANDIDATES)	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive CF from "Field Review" for Correction																						
2	1	M	Check CF for Documentation & Concurrence																						
3	1	A	Prepare Cost Reimbursment for Survey	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
3	1	M	Send Estimate to Applicant																						
4	1	M	Receive Money from Applicant																						
4	2	A	Prepare Accounting Advice	4	4	4	4	4	4	4.00	G		x			x	x	x	x		x			2	Accounting Form Preparation
4	2	M	Send Advice & Money to Acctg																						
5	1	A	Prepare Recommendations	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
6	1	A	Update Case Recordation	4	4	4	4	4	4	4.00	G	x		x		x	x	x	x			x		1	Case Information Update
6	1	A	Update Records	4	4	4	4	4	4	4.00	G	x		x		x	x	x	x			x		5	Records Entry/Update
7	1	M	Send CF to "Legal Decision"																						
8	1	M	Receive CF from "Process Apln" for Disclaimer																						
9	1	M	Review Case File																						
10	1	M	Send Apln Copy to SMA																						
11	1	M	Receive SMA Comments																						
12	1	M	Send CF to BLM Riparian Specialist in WO																						
13	1	M	Receive CF with Comments Back																						
14	1	M	Send CF to Solicitor for Comments																						
15	1	M	Receive Comments from Solicitor																						
16	1	M	Prepare Estimate of Add'l Cost Reimbursment																						
16	1	M	Send Estimate to Applicant																						
17	1	M	Receive Money from Applicant																						
17	2	A	Prepare Accounting Advice	4	4	4	4	4	4	4.00	G	x				x	x	x	x		x			2	Accounting Form Preparation
17	2	M	Send Money & Acctg Advice to Accounting																						
18	1	A	Prepare Ads and FR Notice	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
18	1	M	Send FR Notice & Newspaper ADs Appropriately																						
19	1	A	Set Fut Act Susp for 90 Days For Any Response	4	4	4	3	3		3.67	G	x	x				x	x	x	x	x	x	x	1	Future Action Suspense
20	1	M	Receive Public Comments																						
21	1	A	Prepare Final Recommendation	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
22	1	A	Update Case Recordation	4	4	4	4	4	4	4.00	G	x		x		x	x	x	x			x		1	Case Information Update
22	1	A	Update Records	4	4	4	4	4	4	4.00	G	x		x		x	x	x	x			x		5	Records Entry/Update
23	1	M	Send CF to "Legal Decision"																						
23	1	A	Send Final Recom to "Legal Decision"	4	4	2	2	1	2	2.50	G									x	x			3	Electronic Mail

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: Legal Decision
PROCESS ID: 1.1.2.2.1.5

MATRIX A-5. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Public Administration

TOTAL AUTOMATED = 10
TRUE CANDIDATES = 5

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Rec CF from "Adjud Case" for Correction																						
2	1	A	Prepare Conditional Legal Decision	2	2	1	1	2	2	11.67	G								x		x			3	Word Processing
2	1	M	Send Decision to Applicant																						
4	1	M	Receive Old Title from Applicant																						
5	1	A	Prepare Documentation	2	2	1	1	2	2	11.67	G								x		x			3	Word Processing
5	1	A	Prepare Solicitor Review Request	2	2	1	1	2	2	11.67	G								x		x			3	Word Processing
5	1	M	Send Request & CF to Solicitor																						
6	1	M	Receive CF & Comments from Solicitor																						
7	1	M	Cancel Old Patent																						
7	1	A	Prepare Corrected/Supplemental Patent	2	2	1	1	2	2	11.67	G								x		x			3	Word Processing
7	1	M	Send New Patent to Patentee																						
8	1	M	Send Legal Decision to BLM Offices																						
9	1	A	Update Records	4	4	4	4	4	4	14.00	G	x		x		x	x	x	x			x		5	Records Entry/Update
10	1	A	Update Case Recordation	4	4	4	4	4	4	14.00	G	x		x		x	x	x	x			x		1	Case Information Update
11	1	M	Send CF to Docket																						
12	1	M	Rec CF from "Adjud Case" for Disclaimer																						
13	1	A	Prepare Recordable Disclaimer/Decision	2	2	1	1	2	2	11.67	G								x		x			3	Word Processing
13	1	M	Send Disclaimer to Applicant & Adverse Party																						
14	1	M	Send Copies to Other BLM Offices																						
16	1	A	Update Records	4	4	4	4	4	4	14.00	G	x		x		x	x	x	x			x		5	Records Entry/Update
16	1	A	Update Case Recordation	4	4	4	4	4	4	14.00	G	x		x		x	x	x	x			x		1	Case Information Update
17	1	A	Prepare Refund Notification	4	4	4	4	4	4	14.00	G		x			x	x	x	x		x	x	x	2	Accounting Form Preparation
18	1	M	Send Notification to Acctg (DSC)																						
19	1	M	Send CF to Docket																						

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DATA DICTIONARY ELEMENT				EVALUATION CRITERIA			ALMRS AUTOMATED DATA AREAS **												
				INTERNAL SYSTEM	SATISFY USER REQUIREMENT	LAND DESC	OWN&STAT	USER&LOG	REGU IST	DOC IP	CASE REF	REF	ACTS	BOND	SURE	QUAL	MSTR NAME	RES DATA	GEO COOR
DATA NAME	DATA TYPE	SEC	DET																
Accounting Advice	Record	G	A	x	2		x	x											
Ad Response	Record	G	M																
Additional Information	Record	G	A		3*														
Ads	Record	G	A		3*														
Application	Record	G	A		1			x					x						
CFR Information	Record	G	A		4						x		x						
Case File	Set	S	A		1,3			x					x						
Correction Decision	Record	G	A		3*														
Corrective Patent Action	Record	G	A		3*														
Cost Reimbursement	Record	G	A		2,3								x						
Disclaimer Decision	Record	G	A		3*														
Inquiry	Record	G	M																
Inquiry Response	Record	G	A		3*														
Legal Decision	Record	G	M																
Money	Element	S	M																
Patent	Record	G	A		1								x						
Recordable Disclaimer	Record	G	A		3*														
Refund Notification	Record	S	A		3*														
SMA Comments	Record	G	M																
Title	Record	G	M																
Update Information	Record	G	A	x	1	x	x	x					x						

LEGEND: [USER REQUIREMENT CATAGORIES]

1. Case Transactions
2. Case Accounting Processing
3. Office Support
4. Legal Reference Control
5. Land Status Records Processing
6. Query Processing
7. System Chargeback
8. Document Reference
9. Management Information Processing
10. Information Transfer
11. Qualification Processing
12. Resource Information Processing
13. Acreage Control Processing
14. Inspection Data Processing

** ALMRS Data Areas are based on original objectives identified in the "ALMRS" Pamphlet Approved By the BLM Director.

* By-product of an automated process.

SECurity:
G - General
S - Sensitive

DETermination:
A - Automated Candidate
M - Manual

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ACQUISITIONS

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DFD PROCESS PRIMITIVES				MISSION ELEMENTS														PROCESS EVALUATION MATRIX
				RECORDS				RESOURCES				TECHNICAL						
PROCESS IDENTIFIER	TITLE	DET	n/t	PRE	POST	SUPP	MAINT	INVEN	ANALY	MON/CO	IMPLE	PLAN	INFO	ANALY	PROD	ADMIN		
1.1.2.2.2.1.1	Determination of Use and Need	A	2/3	x														B-1
1.1.2.2.2.1.2	Verification of Terms and Conditions	M	0/0															B-2
1.1.2.2.2.1.3	Compliance Check	A	1/3	x														B-3
1.1.2.2.2.2.1	Pre-Disposal Review	M	0/3															B-4
1.1.2.2.2.2.2	Preparation of Disposal Assembly	A	1/2	x														B-5
1.1.2.2.2.2.3	Release of Easement	M	0/1															B-6
1.1.2.2.2.2.4	Completion of Easement Release	A	1/3	x														B-7
1.1.2.2.2.2.5	Discontinuance of Use	M	0/2															B-8
1.1.2.2.2.2.6	Termination of Disposal	A	1/3	x	x													B-9
1.1.2.2.2.3.1.1	Justification Review	A	1/3	x														B-10
1.1.2.2.2.3.1.2	Data Analysis and Assessment	A	4/9	x														B-11
1.1.2.2.2.3.1.3	Negotiations for Acquisitions	M	0/0															B-12
1.1.2.2.2.3.1.4	Termination of Acquisition	A	2/3	x														B-13
1.1.2.2.2.3.2.1	Preparation of Condemnation	A	1/8	x														B-14
1.1.2.2.2.3.2.2	Initiation of Proceedings	M	0/2															B-15
1.1.2.2.2.3.2.3	Administrative Proceedings	A	1/1	x														B-16
1.1.2.2.2.3.2.4	Settlement Proceedings	A	1/3	x														B-17
1.1.2.2.2.4.1	Determination of Need	A	3/5	x														B-18
1.1.2.2.2.4.2	Offer Acceptance	A	3/4	x														B-19
1.1.2.2.2.5.1	Title Review	M	0/0															B-20
1.1.2.2.2.5.2	Title Clearance	A	1/5	x														B-21
1.1.2.2.2.5.3	Closing Process	A	3/6	x														B-22
1.1.2.2.2.6.1	Notation of Records	A	3/3	x			x											B-23

LEGEND:

A = Automated Process
M = Manual Process (cannot be automated)

n/t = Automation Factoring Summary:
"n" is the total number of true automated candidates
"t" is the total number of automated processes

* Data Evaluation Matrix = II

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CASE TYPE: Acquisitions

TOTAL AUTOMATED = 3
TRUE CANDIDATES = 2

IPO SUB PARA	SENT	DET	PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Rec Req for Eval of Existing Easement																						
2	1	M	Retrieve Cf from Docket for Initial Review																						
2	2	M	Review Cuff Records																						
2	2	A	Review Info in Realty Program System	4	4	4	4	4	4	4.00	G		X			X	X	X		X	X			6	Map/Plat Query
3	1	M	Determine Retention or Disposal																						
3	2	A	Prepare Notification of Use Requirements	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
3	2	M	Send Notice to Requesting BLM Office																						
4	1	M	Send to Disp Proc if Easement Not Used/Needed																						
5	1	M	Send to Next Process if Easement Needed																						
6	1	A	Update Case Recordation	4	4	4	4	4	4	4.00	G	X	X	X		X	X	X				X		1	Case Information Update
6	1	M	Send CF to Docket																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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TOTAL AUTOMATED = 0
TRUE CANDIDATES = 0

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Cf from Previous Process																						
2	1	M	Compare Easement Interest to Needs/Use																						
3	1	M	Send to "Direct Purchase" if Add'l Intrst For																						
4	1	M	Send to "Compliance Chk" if Sufficient Intrst																						

LEGEND:

(PRIORITY)
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

(SECURITY)
S - Sensitive
G - General Data/Process

(PROGRAM OBJECTIVES)
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Imorove physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

(INFORMATION PROCESSING AREAS)
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

(DERIVED USER REQUIREMENT CATAGORIES (CAT))
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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CASE TYPE: Acquisitions

TOTAL AUTOMATED = 3
TRUE CANDIDATES = 1

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive CF from Previous Process																						
1	1	M	Perform Compliance Check/Review																						
1	2	A	Prepare Request for Curative Action	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
1	2	M	Send Request to Originating BLM Office																						
2	1	M	Receive Curative Action from BLM Office																						
2	1	M	Check Curative Action for Compliance/Complete																						
2	2	A	Prepare Req for Consent of Terms	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
2	2	M	Send Request to Grantor for Approval if Chang																						
3	1	M	Receive Signed Consent of Terms																						
3	1	A	Update Case Recordation	4	4	4	4	4	4	4.00	G		X			X	X	X	X			X		1	Case Information Update
3	1	M	Send CF to Docket																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
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[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS ID: 1 1 2 2 2 2 1

MATRIX B-4 PROCESS EVALUATION (CANDIDATES)
CASE: Acquisitions

TOTAL AUTOMATED = 3
TRUE CANDIDATES = 0

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS: EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION: CAT	USER REQUIREMENTS
1	1	M	Rec CF from "Determ of Use & Need"																						
2	1	A	Prepare Request for Title Search	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
2	1	M	Send Request to Title Company																						
3	1	M	Send CF to Resource Eval for Appraisal																						
4	1	A	Send Request for Survey to Cadastral Survey	4	4	2	2	1	2	2.50	G								X	X	X			3	Electronic Mail
5	1	M	Make Determination of US Interest																						
5	1	M	Determine Proper Type of Termination																						
6	1	M	Receive Title Evidence from Title Company																						
7	1	M	Receive Appraisal Rpt & Survey Docs																						
8	1	A	Prepare Summary Record for CF	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
8	1	M	Send CF to Next Process if Disposal																						
8	2	M	Send to "Term of Disposal" if Disposal Rej																						
8	3	M	Send CF to Sales if Sale Recommended																						
8	4	M	Send CF to Exchanges if EX Recommended																						

LEGEND

(PRIORITY)
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

(SECURITY)
- S - Sensitive
- G - General Data/Process

(PROGRAM OBJECTIVES)
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

(INFORMATION PROCESSING AREAS)
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

(DERIVED USER REQUIREMENT CATAGORIES (CAT))
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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CASE TYPE: ACQUISITIONS

TOTAL AUTOMATED = 2
TRUE CANDIDATES = 1

IPD SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive CF from Previous Process																						
2	1	M	Send CF to Comol Easmnt Rel if Deed Rev Exp																						
3	1	A	Prepare Memo and Backoround Data Summary	2	2	1	1	2	2	1.67	G								X		X			3	Word Processino
3	1	M	Send CF to "Release of Easement"																						
4	1	M	Send to "Termination Disp" if Release by Pass																						
4	1	M	Send "Completion of Easement Rel of By Passed																						
5	1	A	Prep Discont Notice if Form 2100-5 Reverts	4	4	4	3	4	4	3.83	G		X		X					X	X			1	Case Form/Document Preparation
5	1	M	Send CF to "Discont. of Use"																						

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processino of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processino
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processino
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

TOTAL AUTOMATED = 1
TRUE CANDIDATES = 0

IPO SUB PARA#	SENT	DET	PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive CF from Previous Process																						
1	1	M	SO Review for Policy/Procedure Compliance																						
2	1	M	State Dir Approves & Signs Release																						
2	1	M	Send CF to Dist to "Compl. Easmnt Release"																						
3	1	A	Prepare Rejected Disposal Notice	2	2	1	1	2	2	1.67	G								X		X		3	Word Processing
3	1	M	Send Notice to D.O.																						
3	1	M	Send CF to "Termination of Disposal"																						

LEGEND:

(PRIORITY)
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

(SECURITY)
S - Sensitive
G - General Data/Process

(PROGRAM OBJECTIVES)
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

(INFORMATION PROCESSING AREAS)
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

(DERIVED USER REQUIREMENT CATAGORIES (CAT))
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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MATRIX 9-7: PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Acquisitions

TOTAL AUTOMATED = 3
TRUE CANDIDATES = 1

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive CF from "Prep of Disposal Assembly"																						
2	1	M	Receive Approved Lease from Auth Officer																						
3	1	M	Send Signed Deed to County Recorder																						
4	1	M	Receive Recorded Deed Back from County																						
4	1	M	Send Recorded Deed to Landowner																						
4	2	A	Update Case Recordation	4	4	4	4	4	4	4.00	G	X			X	X	X		X			X		1	Case Information Update
5	1	A	Prepare Release Notification	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
5	1	A	Send Notice to BLM Office Advising No Intrst	4	4	2	2	1	2	2.50	G								X	X	X			3	Electronic Mail

LEGEND:

(PRIORITY)
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

(SECURITY)
- S - Sensitive
- G - General Data/Process

(PROGRAM OBJECTIVES)
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

(INFORMATION PROCESSING AREAS)
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

(DERIVED USER REQUIREMENT CATAGORIES (CAT))
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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FOR OFFICIAL USE ONLY

TOTAL AUTOMATED = 2
TRUE CANDIDATES = 0

IFO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive CF from "Prep of Disposal Assembly"																						
2	1	M	Auth Officer Signs & Notarizes Deed																						
2	1	M	Send Deed to County Recorder for Recording																						
3	1	M	Receive Recorded Deed Back from County																						
3	2	M	Send Recorded Deed to Landowner																						
4	1	A	Prepare Notification of Release	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
4	1	A	Send Notice to BLM Office, Advising no Intrst	4	4	2	2	1	2	2.50	G								X	X	X			3	Electronic Mail
5	1	M	Send CF to "Case Notation"																						

LEGEND:

(PRIORITY)
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

(SECURITY)
S - Sensitive
G - General Data/Process

(PROGRAM OBJECTIVES)
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

(INFORMATION PROCESSING AREAS)
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

(DERIVED USER REQUIREMENT CATAGORIES (CAT))
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

FOR OFFICIAL USE ONLY
FOR OFFICIAL USE ONLY

TOTAL AUTOMATED = 3
TRUE CANDIDATES = 1

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	GU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Rec CF from "Pre-Disp Rev"/"Rel of Easmnt"																						
2	1	M	Rec CF from "Prep of Disposal Assembly"																						
3	1	A	Prep Notice w/ Reasons Not to Terminate	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
3	1	A	Send Notice to BLM Offices	4	4	2	2	1	2	2.50	G								X		X			3	Electronic Mail
3	1	M	Send Notice to Landowner																						
4	1	A	Update Case Recordation	4	4	4	4	4	4	4.00	G		X			X	X	X	X			X		1	Case Information Update
4	1	M	Send CF Docket																						

LEGEND:

(PRIORITY)
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

(SECURITY)
- S - Sensitive
- G - General Data/Process

(PROGRAM OBJECTIVES)
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

(INFORMATION PROCESSING AREAS)
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

(DERIVED USER REQUIREMENT CATAGORIES (CAT))
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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TOTAL AUTOMATED = 3
TRUE CANDIDATES = 1

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Rec Request & Justification from a BLM Office																						
2	1	A	Serialize/Create Case File	4	4	4	4	4	4	4.00	G	x	x	x			x	x	x		x			1	Case Serialization
3	1	A	Prepare Add'l Info Request for BLM Office	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
3	1	A	Send Add'l Info Request to BLM Office	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
4	1	M	Receive Additional Information																						
5	1	M	Review Additional Information																						
5	1	M	Request Reports From Resource Evaluation																						
5	1	M	Send CF to Next Process																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS ID 1 1 2 2 2 3 1 2

MATRIX B-11 PROCESS EVALUATION (CANDIDATES)
CASE TYPE Acquisitions

TOTAL AUTOMATED = 9
TRUE CANDIDATES = 4

IPO SUB PARA	SENT	DET	PROCESS (CANDIDATES)	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive CF from Previous Process																						
1	1	A	Verify Location	4	4	4	4	4	4	4.00	G	x	x	x		x		x		x	x			6	Map/Plat Query
1	1	A	Verify Status/Use	4	4	4	4	4	4	4.00	G	x	x	x		x		x		x	x			6	Land Use Plat Query
2	1	A	Prepare Request for Permission for Entry	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
2	1	M	Send Request to Landowner																						
3	1	M	Receive Authorization for Entry																						
4	1	M	Analyze for Condemnation if Entry Refused																						
5	1	A	Request Survey from Cadastral Survey	2	2	1	1	2	2	1.67	G								x	x	x			3	Electronic Mail
5	1	M	Receive Survey Documents																						
5	2	A	Generate Form 9300-8 for Appraisal Request	4	4	4	3	4	4	3.83	G							x		x	x			1	Case Form/Document Preparation
5	2	A	Submit Form to Appraisal Staff	4	4	2	2	1	2	2.50	G								x	x	x			3	Electronic Mail
6	1	M	Perform On-Site Inspection																						
6	1	M	Rec Appraisal Rpt from Resource Eval																						
6	1	A	Incorporate On-Site Findings in Appraisal Rpt	2	2	1	1	2	2	1.67	G									x	x			3	Word Processing
6	2	M	Establish Fair Market Value																						
9	1	A	Prepare Request for Title Search	2	2	1	1	2	2	1.67	G									x	x			3	Word Processing
9	1	M	Send Request to Title Company																						
9	1	M	Review Title Evidence from Title Company																						
10	1	A	Prepare Acquisition Deed	4	4	4	3	4	4	3.83	G							x		x	x			3	Case Form/Document Preparation
10	1	M	Begin Negotiations with Landowner																						
11	1	M	Rec Decsn on Condemnation from "Condemnation"																						
12	1	M	Make Determination on Condemnation or Altrnat																						
13	1	M	Send CF to "Termination of Acquisition"																						
13	1	M	(Or), Send CF to Next Process																						

LEGEND

(PRIORITY)
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

(SECURITY)
- S - Sensitive
- G - General Data/Process

(PROGRAM OBJECTIVES)
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

(INFORMATION PROCESSING AREAS)
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

(DERIVED USER REQUIREMENT CATAGORIES (CAT))
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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TOTAL AUTOMATED = 0
TRUE CANDIDATES = 0

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive CF from Previous Process																						
2	1	M	Contact Lndownr for Written Offer to Purchase																						
2	1	M	Negotiate Any Problems																						
3	1	M	Receive Favorable Response from Landowner																						
3	1	M	Send CF to "Title Review"																						
4	1	M	Send CF to "Condemnation" if No Agreement																						
5	1	M	Rec Condemnation Decision, After Litigation																						
5	1	M	Send CF to "Property Closure"																						
6	1	M	Send CF to "Term of Acq" if Termination Favor																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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CASE TYPE: Acquisitions

TOTAL AUTOMATED = 3
TRUE CANDIDATES = 2

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Rec CF from "Data Anal.." or "Negotiation.."																						
3	1	A	Prep Not to Appropriate BLM Off of Terminatio	4	4	2	2	1	2	2.50	G								x	x	x			3	Electronic Mail
3	1	M	Send Not to Appropriate BLM Off of Terminatio																						
3	1	A	Update Case Recordation	4	4	4	4	4	4	4.00	G		x			x	x	x	x			x		1	Case Information Update
3	1	A	Update Records	4	4	4	4	4	4	4.00	G	x	x			x	x	x				x		5	Plat/Records Update

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS ID 1 1 2 2 2 2 3 2 1

MATRIX B-14 PROCESS EVALUATION (CANDIDATES)
CL[illegible]E Acquisitions

TOTAL AUTOMATED = 8
TRUE CANDIDATES = 1

IPO SUB PARA#	SENT	DET	CANDIDATES PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive CF from "Direct Purchase"																						
1	1	A	Prepare Statement of Necessity & Proposed Use	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
1	1	A	Prepare Statement of Negotiations	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
1	1	A	Prepare Statement of Land Occupancy	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
1	1	A	Prep List of Names,Addresses, Tel Nos	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
1	1	A	Obtain Copies of Maps/Plats/Parcel	4	4	4	4	4	4	4.00	G	x				x	x			x	x			5	Map/Plat Generation
1	1	A	Prep Interest in Lands to be Acquired/Time	2	2	1	1	2	2	1.67	G								x		X			3	Word Processing
1	1	A	Prep Statements of Compliance w/ Var Acts	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
2	1	M	Review Above Docs and Rest of CF																						
2	1	A	Prep Recommend For/Against Condemnation	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
3	1	M	Send CF to Next Process, if Favorable																						
3	1	M	Send CF to Docket, if Unfavorable																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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CASE TYPE Acquisitions

TOTAL AUTOMATED = 2
TRUE CANDIDATES = 0

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive CF from Previous Process																						
1	1	A	Prepare Request for Condemnation	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
1	1	M	Send Request to DOI Regional Solicitor																						
2	1	A	Prepare Summary of Condemnation	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
2	1	M	Send Summary to BLM Dir. for Congress Review																						
3	1	M	Rec Determinations from Solicitor & BLM Dir.																						
4	1	M	Send CF to Next Process																						

LEGEND:

(PRIORITY)
- 0 - not consider
- 1 - want desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

(SECURITY)
- S - Sensitive
- G - General Data/Process

(PROGRAM OBJECTIVES)
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

(INFORMATION PROCESSING AREAS)
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

(DERIVED USER REQUIREMENT CATAGORIES (CAT))
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS ID 1.1.2.2.3.2.3

MATRIX B-16 PROCESS EVALUATION (CANDIDATES)
PE: Acquisitions

TOTAL AUTOMATED = 1
TRUE CANDIDATES = 1

IPO SUB PARAM	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive CF from Previous Process																						
1	2	M	Receive Request for Add'l Info from Solicitor																						
1	2	M	Send Add'l Info to Solicitor as Needed																						
2	1	M	Regional Sol Signs Declaration of Taking																						
2	1	M	Rec Copy of Declar of Taking																						
3	1	A	Prep Purch Order for Federal Court Deposit	4	4	4	3	4	4	3.83	G		x			x	x	x	x			x		2	Accounting Form Preparation
3	1	M	Send P.O. to DSC Accounting																						
3	1	M	Send CF to Next Process																						

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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MATRIX B-17. PROCESS EVALUATION (CANDIDATES)
CASE TYPE - Acquisitions

TOTAL AUTOMATED = 3
TRUE CANDIDATES = 1

IPD SUB PARA#	SENT	DET	PROCESS (CANDIDATES)	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	US Attorney Process Case After Fed Crt Filing																						
1	1	M	Req Sol & BLM Are on Call for Consultation																						
2	1	M	Rec Cpy of Order of Possession...Landowner																						
2	1	M	Ordered to Surrender Land																						
3	1	M	All Documents Returned to BLM																						
4	1	M	Recv Recommends for Sttlmnt from Reg Sol																						
5	1	A	Prep Consent thru Decision on Settlement	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
5	1	M	Send Decision to Reg Solicitor																						
6	1	M	(Or) Recv Recommends for Lack of Settlement																						
7	1	M	Determine Whether Case Should Go to Trial																						
7	1	A	Prepare Decision on Settlement/Trial	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
7	1	M	Send Decision to Regional Solicitor																						
7	2	M	Receive Decision on Condemnation from Court																						
7	3	M	Send CF to "Direct Purchase" for Close Out																						
8	1	A	Prepare for DSC if Add'l Purch Order Reord	4	4	4	3	4	4	3.83	G		x			x	x		x		x			2	Accounting Form Preparation
8	1	M	Send Purchase Order to DSC Accounting																						
8	1	M	Send CF to "Direct Purchase" for Close Out																						

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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TOTAL AUTOMATED = 5
TRUE CANDIDATES = 3

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Rec Notification of Gift Offer from Indownr																						
1	2	A	Verify Land Status	4	4	4	4	4	4	4.00	G			x		x	x			x			x	6	Map/Plat Query
1	2	A	Verify Legal Description	4	4	4	4	4	4	4.00	G		x			x	x	x	x	x	x		x	5	Legal Description Interpreter
1	2	M	Make Determination of US Interest/Conditions																						
1	2	A	Prepare Letter of Acknowledgement	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
1	2	M	Send Letter w/ Above Info to Landowner																						
2	1	M	Rec Offer to Convey to Proper Dist Office																						
2	2	M	Review Proposed Donation																						
2	2	A	Verify with RMP	4	4	4	4	4	4	4.00	G		x			x	x			x	x	x		12	Strategic Activities Planning
2	2	M	Review Granting Conditions																						
2	3	M	Conduct an Acquisition Justification																						
2	3	M	Make Feasability Determination																						
2	4	A	Request Reports from Resource Evaluation	4	4	2	2	1	2	2.50	G									x				3	Electronic Mail
2	4	M	Receive Required Resource Eval Reports																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS ID: 1.1.2.2.2.4.2

MATRIX B-19. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Acquisitions

TOTAL AUTOMATED = 4
TRUE CANDIDATES = 3

IPO SUB PARA	SEQNT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Justification Report																						
2	1	A	Submit Form 9300-8 to Res. Eval-Appraisals	4	4	4	3	4	4	3.83	G		x			x		x	x		x			1	Case Form/Document Preparation
3	1	M	Receive Appraisal Report																						
4	1	A	Prepare Request for Title Search	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
4	1	M	Send Request to Title Company																						
4	1	M	Receive Title Evidence from Title Company																						
5	1	A	Establish Serialized Case File	4	4	4	4	4	4	4.00	G		x			x	x	x	x		x			1	Case Serialization
6	1	A	Prep Deed Doc & Letter of Offer Acceptance	4	4	4	3	4	4	3.83	G							x	x		x			1	Case Form/Document Preparation
6	1	M	Send Deed Document & Letter to Landowner																						
7	1	M	Receive Signed Deed from Landowner																						
7	1	M	Send CF to "Property Closure"																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS ID: 1 1 3 2 2 5 1

MATRIX 6-20 PROCESS EVALUATION (CANDIDATES)
CASE: Acquisitions

TOTAL AUTOMATED = 0
TRUE CANDIDATES = 0

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Rec CF from "Direct Purch"/"Real Prop Convey"																						
1	1	M	Review CF for Compliance to BLM Requirements																						
1	2	M	Prepare Title Package																						
1	2	M	Send Package to Regional Solicitor																						
2	1	M	Receive Title Opinion from Solicitor																						
2	2	M	Further Title Clearance Actions May be Requir																						
2	2	M	Send CF to "Title Clearance"																						

LEGEND:

(PRIORITY)
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

(SECURITY)
S - Sensitive
G - General Data/Process

(PROGRAM OBJECTIVES)
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

(INFORMATION PROCESSING AREAS)
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

(DERIVED USER REQUIREMENT CATAGORIES (CAT))
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS ID: 1.1.2.2.2.5.2

MATRIX d-21 PROCESS EVALUATION (CANDIDATES)
CASE TYPE Acquisitions

TOTAL AUTOMATED = 5
TRUE CANDIDATES = 1

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive CF from Previous Process																						
1	1	M	Resolve Encumbrances Thru Curative Actions																						
1	1	A	Prepare Requests for Curative Actions	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
1	1	M	Send Requests to Local Gov'ts/Public																						
1	1	M	Conduct Negotiations																						
2	1	M	Receive Back Curative Documents																						
2	1	A	Prepare Title Search Request	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
2	1	M	Send Request/Curative Docs/Deed to Title Co.																						
2	1	M	Send Curative Docs & Deed to Cty for Recordng																						
3	1	M	Rec Title Evid/Recorded Deed/Curative Docs																						
3	1	M	Send Package to Region Sol for Final Opinion																						
4	1	M	Receive Final Title Opinion from Solicitor																						
4	1	M	Send CF to "Closing Process"																						
5	1	A	Prepare Purchase Order, if Required	4	4	4	3	4	4	3.83	G		x				x		x		x			2	Accounting Form Preparation
5	1	A	Send P.O. to DSC Acctg	4	4	2	1	1	2	2.33	G								x					3	Electronic Mail
5	1	A	Receive Acctg Advice to Verify Checks Issued	4	4	2	1	1	2	2.33	G									x				3	Electronic Mail
5	1	M	Send CF to Next Process																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS ID: 1 1 2.2.2.5.3

MATRIX 6-22 PROCESS EVALUATION (CANDIDATES)
C E: Acquisitions

TOTAL AUTOMATED = 6
TRUE CANDIDATES = 3

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive CF from Previous Process																						
1	1	A	Prepare P.O.s, if Closure Requires Payments	4	4	4	3	4	4	3.83	G		x			x	x		x		x			2	Accounting Form Preparation
1	1	M	Send PO to DSC Acctg for Check Issuances																						
1	2	M	Send Title Opinion & Voucher Cert to DSC Also																						
2	1	A	Prepare Notification/Closing Letter	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
2	1	M	Send to Landowner w/ Chk & Copy of Deed																						
3	1	A	Prepare Completion Notification	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
3	1	A	Send Notification to Proper BLM Office	4	4	2	1	1	2	2.33	G									x	x			3	Electronic Mail
4	1	A	Update Case Recordation	4	4	4	4	4	4	4.00	G		x			x	x		x			x		1	Case Information Update
4	1	A	Update Records/Plats	4	4	4	4	4	4	4.00	G			x		x	x		x			x		5	Plat Records Update

LEGEND:

(PRIORITY)
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

(SECURITY)
- S - Sensitive
- G - General Data/Process

(PROGRAM OBJECTIVES)
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

(INFORMATION PROCESSING AREAS)
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

(DERIVED USER REQUIREMENT CATAGORIES (CAT))
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS ID: 1.1.2.2.2.6.1

MATRIX B-23: PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Acquisitions

TOTAL AUTOMATED = 3
TRUE CANDIDATES = 3

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Rec CF from "Disp/Property Clos/Dir Purchase"																						
2	1	A	Update Realty Program System	4	4	4	4	4	4	4.00	G		x			x		x	x			x		1	Case Information Update
2	1	A	Update Case Recordation	4	4	4	4	4	4	4.00	G		x			x		x	x			x		1	Case Information Update
2	1	A	Update Land Status	4	4	4	4	4	4	4.00	G		x			x		x	x			x		5	Plat Records Update
3	1	M	Close Case File																						
3	1	M	Return to Docket																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DATA DICTIONARY ELEMENT				EVALUATION CRITERIA			ALMRS AUTOMATED DATA AREAS**											
DATA NAME	DATA TYPE	SEC	DET	INTERNAL SYSTEM	SATISFY USER REQUIREMENT	LAND DESC	OWN STAT	SER LOG	STIP	REGU REFR	DOC REFR	CASE ACTS	BOND	SURE	QUAL	MSTR NAME	RES DATA	GEO COOR
Acquisition Data	Flow	G	A	x	1							x						
Acquisition Inventory Updates	Record	G	A	x	1	x						x						
Additional Information	Flow	G	A		3*													
Appraisal Report	File	S	M															
Approved Release	Record	G	M															
Authorization of Entry	Record	G	M															
Case File	File	S	A	x	1			x				x						
Case Records	Record	S	A	x	1			x				x						
Case Updates	Flow	G	A	x	1			x				x						
Check(s)	Record	S	A		2							x						
Condemnation Assembly	File	S	M															
Consent of Terms	Record	S	M															
Court Order	Record	G	M															
Cuff Records	Store	S	A		1	x	x	x				x						
Curative Action	Record	G	A		3*													
Curative Documents	Flow	G	M															
Decision on Condemnation	Record	S	M															
Decision on Settlement	Record	S	A		3*													
Deed	Record	G	A		1,3,5	x						x						
Determination	Record	S	A		3*													
Disposal Assembly	Aggregate	S	A		3*													
Disposal Status	Aggregate	S	A		3*													
Inventory Records	Record	S	M															
Justification Report	Record	S	M															
Land Status Updates	Flow	G	A		5	x	x	x				x						
Letter of Acknowledgement	Record	G	M															
Notice of Discontinuance of Use	Record	G	A		1	x						x						
Notification of Closing	Flow	G	A		3*													
Notification of Completion	Record	G	A		3*													
Notification of Disposal Rejected	Record	G	A		3*													
Notification of Gift Order	Flow	G	M															
Notification of Offer Accepted	Record	G	A		3*													

LEGEND (USER REQUIREMENT CATEGORIES)

1 Case Transactions
2 Case Accounting Processing
3 Office Support
4 Legal Reference Control
5 Land Status Records Processing
6 Query Processing
7 System Chargeback
8 Document Reference
9 Management Information Processing
10 Information Transfer
11 Qualification Processing
12 Resource Information Processing
13 Acreage Control Processing
14 Inspection Data Processing

** ALMRS Data Areas are based on original objectives identified in the "ALMRS" Pamphlet Approved By the BLM Director

* By-product of an automated process

SECurity
G - General
S - Sensitive

DETermination:
A - Automated Candidate
M - Manual

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DATA NAME	DATA TYPE	SEC	DET	EVALUATION CRITERIA: INTERNAL SYSTEM	EVALUATION CRITERIA: SATISFY USER REQUIREMENT	ALMRS AUTOMATED DATA AREAS** LAND DESC	OWN& STAT	SER# LOG	STIP	REGU REFR	DOC REFR	CASE ACTS	BOND	SURE	QUAL	MSTR NAME	RES DATA	GEO COOR
Notification of Offer Rejected	Record	G	A		3*													
Notification of Release	Record	G	A		3*													
Notification of Termination	Record	G	A		3*													
Notification of Use	Record	G	A		3*													
Offer Determination	Aggregate	G	A		3*													
Offer to Convey	Record	G	A		1	x						x						
Offer to Purchase	Record	G	A		3*													
PO Documents	Flow	G	A		1,2							x						
Permission for Entry	Record	G	A		3*													
Purchase Order	Record	G	M				x	x										
Realty Program System	System	S	A	x	5		x	x										
Recommendations for Condemnation	Record	G	A		3*													
Recommendations for Settlement	Record	G	A		3*													
Record Updates	Flow	G	A		1													
Recorded Deed	Record	G	M															
Release of Easement	Record	G	M															
Request for Acquisition	Aggregate	G	A		3*													
Release for Additional Information	Record	G	A		3*													
Request for Condemnation	Aggregate	G	A		3*													
Request for Consent of Terms	Record	G	A		1,3							x						
Request for Curative Action	Record	G	A		1,3							x						
Request for Evaluation	Record	G	A		1,3							x						
Request for Land Appraisal	Record	G	A		3*													
Request for Resource Information	Record	G	A		1,3	x						x						
Request for Survey	File	G	A		1,3	x						x						
Request for Title Search	Flow	G	A		3*													
Resource Report	Set	G	A		3*													
Response to Offer	Record	G	M															
Serial Number	Element	G	A		1			x										
Signed Deed	Record	G	M															
Summary Record	Record	G	A		3*													
Summary of Condemnation	Flow	G	A		1,10							x					x	

LEGEND: (USER REQUIREMENT CATAGORIES)

1. Case Transactions
2. Case Accounting Processing
3. Office Support
4. Legal Reference Control
5. Land Status Records Processing
6. Query Processing
7. System Chargeback
8. Document Reference
9. Management Information Processing
10. Information Transfer
11. Qualification Processing
12. Resource Information Processing
13. Acreage Control Processing
14. Inspection Data Processing

** ALMRS Data Areas are based on original objectives identified in the "ALMRS" Pamphlet Approved By the BLM Director.

* By-product of an automated process.

SECurity:
- G - General
- S - Sensitive

DETermination:
- A - Automated Candidate
- M - Manual

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DATA DICTIONARY ELEMENT				EVALUATION CRITERIA		ALMRS AUTOMATED DATA AREAS**												
DATA NAME	DATA TYPE	SEC	DET	INTERNAL SYSTEM	SATISFY USER REQUIREMENT	LAND DESC	OWN& STAT	SER& LOG	STIP	REGU REFR	DOC REFR	CASE ACTS	BOND	SURE	QUAL	MSTR NAME	RES DATA	GEO COOR
Survery of Documents	Flow	G	A		1,10							x					x	
Title Evidence	Flow	G	M															
Title Opinion	Record	G	A		3*													
Title Package	File	G	A		3*													

LEGEND: [USER REQUIREMENT CATAGORIES]

1. Case Transactions
2. Case Accounting Processing
3. Office Support
4. Legal Reference Control
5. Land Status Records Processing
6. Query Processing
7. System Chargeback
8. Document Reference
9. Management Information Processing
10. Information Transfer
11. Qualification Processing
12. Resource Information Processing
13. Acreage Control Processing
14. Inspection Data Processing

SECurity:
G - General
S - Sensitive

DETermination:
A - Automated Candidate
M - Manual

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EXCHANGES

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DFD PROCESS PRIMITIVES				MISSION ELEMENTS													PROCESS EVALUATION MATRIX
				RECORDS				RESOURCES				TECHNICAL					
PROCESS IDENTIFIER	TITLE	DET	n/t	PRE	POST	SUPP	MAINT	INVEN	ANALY	MON/C	IMPLE	PLAN	INFO	ANALY	PROD	ADMIN	
1.1.2.2.3.1.1	Determine Task Responsibility	M	0/8														C-1
1.1.2.2.3.1.2	Determine Funding Responsibility	A	1/12	x													C-2
1.1.2.2.3.1.3.1	Preliminary Eval of Offered Resources	A	2/4	x													C-3
1.1.2.2.3.1.3.2	Preliminary Eval of Selected Resources	A	6/14	x													C-4
1.1.2.2.3.1.3.3	Prelim Determination of Public Benefit	M	0/8														C-5
1.1.2.2.3.1.4	Preliminary Review Decision Process	A	10/33	x													C-6
1.1.2.2.3.2	Establish Case	A	8/13	x		x											C-7
1.1.2.2.3.3.1.1.1	Preliminary Land Law Review	A	17/36	x													C-8
1.1.2.2.3.3.1.1.2	Final Land Law Review	A	25/42	x													C-9
1.1.2.2.3.3.1.2.1	Issue Conveyance	A	3/9	x		x											C-10
1.1.2.2.3.3.1.2.2	Conduct Post Conveyance	A	4/10	x													C-11
1.1.2.2.3.3.2.1	Prepare Exchange Agreement	A	1/7	x													C-12
1.1.2.2.3.3.2.2	Management Decision	A	21/41	x													C-13

* Data Evaluation Matrix = III

LEGEND:

A = Automated Process
M = Manual Process (cannot be automated)

n/t = Automation Factoring Summary:
"n" is the total number of true automated candidates
"t" is the total number of automated processes

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DFD PROCESS: Determine Task Responsibility
PROCESS ID: 1.1.2.2.3.1.1

MATRIX C-1 PROCESS EVALUATION (CANDIDATES)
CASE TYPE: EXCHANGES

TOTAL AUTOMATED = 8
TRUE CANDIDATES = 0

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Req for Task Share Analysis																						
1	1	M	Receive Prelim Ex Proposal &/or Case File																						
1	1	M	Receive Prelim Resource Analysis																						
1	2	M	Negotiate Task Share Proposal																						
2	1	M	Receive Task Share Proposal Recommendations																						
3	1	M	Receive Req for Addl Task Share Info																						
3	2	A	Prepare Response for Req of Addl Task Info	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
3	2	M	Send out Response																						
4	1	A	Prepare Task Share Concurrence	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
4	1	M	Send Task Share Concurrence																						
5	1	M	Receive Task Share Concurrence																						
5	2	A	Prepare Recomm for Task Share Proposal	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
5	2	M	Send Recomm to Prelim Review Dec Process																						
5	3	A	Prepare Recommendation Not to Proceed	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
5	3	A	Prepare Recomm for Task Share Not Required	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
5	3	M	Send Recommendations																						
6	1	M	Receive Req for Addl Task Share Info																						
6	2	M	Send Response																						
7	1	M	Receive Req for Amended Task Share Analysis																						
7	1	M	Receive Amended Prelim Ex Proposal																						
7	1	M	Receive CF & Amended Prelim Resource Analysis																						
8	1	A	Prepare Task Share Amend. Not Required	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
8	1	A	Prepare Amended Task Share Prop. Recomm	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
8	1	A	Prepare Recomm Not to Proceed w/ Amendment	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
8	1	M	Send Appropriate Recommendation																						
8	1	M	Send CF to Next Process																						

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS Determine Funding Responsibility
PROCESS ID: 1.1.2.2.3.1.2

MATRIX C-[illegible]SS EVALUATION (CANDIDATES)
CA[illegible]PE EXCHANGES

TOTAL AUTOMATED = 12
TRUE CANDIDATES = 1

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Request For Funding Analysis																						
1	1	M	Receive Prelim Ex Proposal/Case File																						
1	1	M	Receive Prelim Resource Findings																						
1	2	A	Prep Req for Funding Proposal Negotiations	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
1	2	M	Req PAC and/or SHA Negotiate Funding Proposal																						
1	3	A	Identify Funds Available	2	2	1	2	2	3	2.00	G		x				x	x	x		x			9	Budget Development
2	1	M	Receive Funding Proposal Recommendations																						
3	1	M	Receive Req for Addl Funding Info																						
3	2	A	Prepare Response to Addl Info Request	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
3	2	M	Send Response																						
4	1	A	Prepare Funding Proposal Concurrence Request	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
4	1	A	Send Request Funding Proposal Concurrence	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
5	1	M	Receive Funding Proposal Concurrence																						
5	2	A	Prepare Funding Proposal Recommendation	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
5	2	A	Prepare Recomm Not to Proceed	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
5	2	A	Prepare Recomm for Funding Not Required	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
5	2	M	Send Appropiate Recommendation																						
6	1	M	Receive Req for Addl Funding Info																						
6	2	A	Prepare Response	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
6	2	M	Forward Response																						
7	1	M	Receive Req for Amended Funding Analysis																						
7	1	M	Receive Amended Prelim Ex Proposal																						
7	1	M	Receive Prelim Resource Analysis and CF																						
7	2	A	Prepare Funding Amendement Not Required	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
7	2	A	Prepare Recommend Amended Funding Proposal	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
7	2	A	Prepare Recommend Not to Proceed w/ Amendment	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
7	2	M	Send Appropriate Recommendation																						
7	2	M	Forward Case File																						

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS ID: 1 1 2 2 3 1 3 1

MATRIX C-3 PROCESS EVALUATION (CANDIDATES)
CASE TYPE: EXCHANGES

TOTAL AUTOMATED = 4
TRUE CANDIDATES = 2

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Rec Req to Conduct Prelim Resource Analysis																						
1	1	M	Rec Prelim Ex Prop or Serialized Ex Proposal																						
1	2	A	Analyze Offered Resource	3	3	3	3	3	3	3.00	G	x			x	x	x			x			x	12	Resources Theme Analysis
2	1	A	Analyze Resource Info from Land Use Plans	3	3	3	3	3	3	3.00	G	x			x	x	x			x			x	12	Resources Theme Analysis
3	1	M	Forwrd Req for Offrd Res Info to Other Source																						
4	1	M	Receive Prelim Offered Resource Info																						
4	2	M	Prepare Req for Additional Info	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
4	2	M	Send Request to Applicant																						
5	1	M	Receive Additional Info from Applicant																						
6	1	M	Consider SMA Info from Applicant																						
7	1	A	Prepare Prelim Determ of Offered Res Value	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
7	1	M	Forward Determination																						
8	1	M	Receive Req for Add'l Info for Clarification																						
8	2	A	Prepare Response for Clarification	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
8	2	M	Forward Clarification Reponse																						
9	1	M	Rec Req to Conduct Prelim Amend Res Analysis																						
9	2	M	Repeat Steps in para #s 1-8																						

LEGEND:

(PRIORITY)
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

(SECURITY)
- S - Sensitive
- G - General Data/Process

(PROGRAM OBJECTIVES)
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

(INFORMATION PROCESSING AREAS)
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

(DERIVED USER REQUIREMENT CATAGORIES (CAT))
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS ID 1 1.2.2.3.1.3.2

MATRIX C-4 PROCESS EVALUATION (CANDIDATES)
C/ EXCHANGES

TOTAL AUTOMATED = 14
TRUE CANDIDATES = 6

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Rec Req to Conduct Prelim Res Anal of Select																						
1	1	M	Rec Cpy of Prelim Ex Prop/Serialized Ex Prop																						
1	2	A	Analyze Selected Resource	3	3	3	3	3	3	3.00	G		x			x	x	x		x			x	12	Resource Theme Analysis
2	2	A	Analyze Selected Res Info w/ Land Use Plans	3	3	3	3	3	3	3.00	G		x			x	x	x		x			x	12	Resource Theme Analysis
2	3	A	Prepare Amendment to Land Use Plan	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
3	1	A	Query Selected Resource Status Info	4	4	4	4	4	4	4.00	G			x			x			x				12	Geographic Information Retrieval
3	1	A	Query Mining Claim Info	4	4	4	4	4	4	4.00	G	x	x			x	x	x		x				6	Mining Claim Query
3	1	A	Query CR/ORCA Info	0	2	2	2	3	4	2.17	G	x		x			x	x		x	x			6	Case Information Query
3	2	A	Verify Any Status Conflicts	4	4	4	4	4	4	4.00	G		x			x	x	x		x	x		x	1	Conflict Ident. of Existing Rights
4	1	A	Prepare Request for Selected Resource Info	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
4	1	M	Send Request to Other Sources																						
5	1	M	Rec Prelim Select Res Info from Other Sources																						
6	1	A	Prepare Request for Prelim Info	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
6	1	M	Send Request to SMA																						
7	1	A	Req Prelim Selected SMA Info	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
8	1	A	Prepare Request for Ex Proposal Info	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
9	1	M	Send Request for Add'l Info																						
10	1	A	Prepare Prelim Determ & Avail Select Res Val	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
10	1	M	Forward to Next Process																						
11	1	M	Rec Request Add'l Prelim Selected Res Info																						
11	2	A	Prepare Response from Add'l Info	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
11	2	M	Forward Response to Next Process																						
12	1	M	Receive Request for Prelim Amended Analysis																						
12	2	A	Process Amended Request the same as Above	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing

LEGEND:

(PRIORITY)
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

(SECURITY)
- S - Sensitive
- G - General Data/Process

(PROGRAM OBJECTIVES)
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

(INFORMATION PROCESSING AREAS)
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

(DERIVED USER REQUIREMENT CATAGORIES (CAT))
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS ID: 1.1.2.2.3.1.3.3

MATRIX C-5: PROCESS EVALUATION (CANDIATES)
CASE TYPE: EXCHANGE

TOTAL AUTOMATED = 8
TRUE CANDIDATES = 0

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Preliminary Resource Analysis																						
1	1	M	Receive Prelim Ex Proposal/Case File																						
1	2	A	Prep Prelim Evals of Offered & Sel Resources	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
1	2	M	Produce Appropriate Copies																						
2	1	M	Rec Prelim Val of Offered & Selected Resource																						
2	1	M	Receive Availability of Prelim Selected																						
2	2	M	Ensure Compliance w/ Sec 206,FLPMA Res Values																						
3	1	M	Request Additional Info if Necessary																						
4	1	M	Receive Additional Info																						
7	1	A	Prepare Recommend Selected not Available	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
7	1	A	Prepare Recommend May be in Public Interest	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
7	1	A	Prepare Recommend Not in Public Interest	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
7	1	A	Prepare Recommend for Ex Proposal Amendment	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
7	1	M	Forward Recommendations/Case File																						
9	1	M	Receive Req Prelim Amended Resource Analysis																						
9	1	M	Receive Amended Prelim E. Prop/Case File																						
9	2	A	Prepare Recommend Amend Selected not Avail	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
9	2	A	Prep Recommend Amend May be in Public Intrst	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
9	2	A	Prepare Recommend Amend Not in Pub. Interest	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
9	2	M	Forward Recommendations/Case file																						

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS ID: 1.1.2.2.3.1.4

MATRIX C-6 PROCESS EVALUATION (CANDIDATES)
TYPE: EXCHANGES

TOTAL AUTOMATED = 6
TRUE CANDIDATES = 2

IPO SUB PARA#	SENT	DET	PROCESS (CANDIDATES)	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Preliminary Exchange Proposal																						
2	1	A	Prep Request for Verification of Qualificatio	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
2	1	M	Send Request for Verification																						
3	1	M	Receive Verification of Qualifications																						
3	1	A	Prepare Notice of Non-Acceptance	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
3	1	M	Issue Notice of Non-Acceptance to PAC																						
4	1	M	Rec Protest Non-Accept Notice w/in 30 days																						
4	2	M	Frwrd Ex Prop to "Establish Case" if Protest																						
5	1	M	Receive Serialized CF																						
6	1	M	Review Protest																						
6	1	A	Prepare Decision on Protest	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
6	1	M	Issue Decision Accept/Reject Protest to PAC																						
7	2	M	Rec Notice of Appeal if Decision Rejected																						
7	3	M	Forward CF to IBLA for Appeal Process																						
8	1	M	Request Solicitor Protest Opinion																						
9	1	M	Receive Solictor Protest Opinion																						
10	1	A	Update CR/ORCA/AALMRS	4	4	4	4	4	4	4.00	G	x		x		x	x	x		x	x			1	Case Information Update
12	1	M	Receive Request Prelim Res Analysis																						
12	1	M	Req Prelim Res Analysis from 1.1.2.2.3.1.3																						
13	1	M	Receive Recommendation from Other Processes																						
13	2	A	Prepare Notice of Non-Acceptance																						
13	2	M	Send Notice of Non-Acceptance to PAC																						
14	1	M	Req Add'l Info from Prlim Res Analysis Proc																						
15	1	M	Rec Add'l Info from Prelim Res Analysis Proc																						
16	1	M	Receive Protest from PAC																						
17	1	M	Frwrd Ex Prop to "Establish Case" for Serial																						
18	1	M	Receive Serialized Case File																						
19	1	M	Review Protest																						
19	2	A	Prepare Decision on Protest	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
19	2	M	Issue Decision Accept/Reject Protest to PAC																						
19	3	M	Review Notice to Appeal																						
19	3	M	Forward CF to IBLA for Appeal Process																						
20	1	A	Update CR/ORCA/AALMRS	4	4	4	4	4	4	4.00	G	x		x		x	x	x		x	x			1	Case Information Update
21	1	M	Receive Request to Withdraw Proposal																						
21	2	A	Prepare Acknowledement of Withdrawal Request	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS ID: 1.1.2.2.3.1.4

MATRIX C-6 PROCESS EVALUATION (CANDIDATES)
CASE TYPE: EXCHANGES

TOTAL AUTOMATED = 6
TRUE CANDIDATES = 2

IFO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
21	2	M	Send Withdrawal Acknowledgement to PAC																						
21	3	A	Update CR/ORCA/AALMRS	4	4	4	4	4	4	4.00	G	x	x			x	x	x			x	x		1	Case Information Update
21	3	M	Forward CF to Docket																						
22	1	A	Prepare Regional Sol.Protest Opinion Request	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
22	1	M	Forward Request to Solicitor																						
23	1	M	Receive Regional Solicitor Opinion																						
24	1	A	Prepare Response to Protest	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
24	1	M	Send Protest Response to PAC																						
25	1	M	Receive Recommend for Ex Proposal Amendment																						
25	1	A	Prep Req to PAC to Consider Amended Ex Prop	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
25	1	M	Send Amendment Request to PAC																						
27	1	M	Amendment Process Follows Same Steps as Above																						
30	1	M	Rec Recommend to Proceed in Public Interest																						
31	1	M	Notify PAC of Acceptance of Proposal																						
32	1	M	Request Task Share Analysis																						
32	1	M	Request Funding Analysis																						
32	2	M	Request CF & Prelim Res Analysis																						
33	1	A	Req Serial Number if Not Previously Serializd	4	4	4	4	4	4	4.00	G	x	x	x							x			1	Case Serialization
33	1	M	Forward Prelim/Amend Ex Prop to "Estab Case"																						
34	1	M	Forward CF to Resource Eval for Reports																						
35	1	M	Rec Task Share Not Required Recommendation																						
35	1	M	Req Funding Not Required Recommedation																						
35	1	A	Prepare Notice of Acceptance	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
35	1	M	Send Notice of Acceptance to PAC																						
37	1	M	Receive Recommed Not to Proceed																						
37	1	M	Request Additional Info if Necessary																						
38	1	M	Receive Additional Information																						
39	1	A	Prepare Notice of Non-Acceptance	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
39	1	M	Send Notice of Non-Acceptance to PAC																						
40	1	M	Receive Protest from PAC																						
41	1	A	Prepare Decision to Reject	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
41	1	M	Send Rejection Decision to PAC																						
41	2	M	Receive Notice of Appeal from PAC																						
42	2	M	Forward CF to IBLA																						
42	1	M	Receive Request to Renegotiate Funding Prop																						

LEGEND:

(PRIORITY)
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

(SECURITY)
- S - Sensitive
- G - General Data/Process

(PROGRAM OBJECTIVES)
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

(INFORMATION PROCESSING AREAS)
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

(DERIVED USER REQUIREMENT CATAGORIES (CAT))
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS ID: 1.1.2.2.3.1.4

MATRIX C-6 PROCESS EVALUATION (CANDIDATES)
D[illegible]FE: EXCANGES

TOTAL AUTOMATED = 9
TRUE CANDIDATES = 3

IPO SUB PARA#	SENT	DET	PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
42	1	M	Rec Request to Renegotiate Task Share Prop																						
42	2	M	Renegotiate Exchange Proposal																						
42	3	A	Prep Req for AC Endors Prelim Agremnt Proceed	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
42	3	M	Send Request to PAC																						
43	1	M	Rec Endorsement of Prelim Agreement																						
43	2	M	Return a Copy to PAC																						
44	1	A	Prepare Endorsement of Prelim Agrement	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
44	1	M	Send Request to SMA																						
45	1	M	Rec Request for Additional Info from SMA																						
45	2	A	Prepare Response of Add'l Info to PAC	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
45	2	M	Send Add'l Information to PAC																						
46	1	M	Req Cost Reimburs Acct from 1.1.2.2.3.3.2.1																						
48	1	M	Req Serial No. from "Establish Case"																						
49	1	M	Rec Req Amend Prelim Agreement from Res Eval																						
49	2	M	Process Amendment Same as Above																						
50	1	M	Forward Prelim Agreement/Amend to "Preo Ex Agreement"																						
51	1	A	Prepare Request for Prelim Values	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
51	1	M	Forward Request to "Res Eval Appraisals"																						
52	1	M	Receive Preliminary Values																						
52	2	A	Determine Acceptability Accdg to FLPMA	2	3	3	2	2	3	2.50	G				x					x				4	Legal Reference Query
53	1	A	Prepare Notice of Non-Acceptance	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
53	1	M	Send Notice of Non-Acceptance to PAC																						
54	1	M	Req Amended/Prelim Ex Proposal																						
55	1	M	Receive Protest from PAC																						
56	1	M	Rec Serialization of CF from "Establish Case"																						
58	1	A	Prepare Decision to Reject	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
58	1	M	Send Rejection Decision to PAC																						
58	1	M	Receive Notice of Appeal from PAC																						
59	1	M	Send CF to IBLA																						
60	1	M	Receive Request to Withdraw Proposal																						
60	2	A	Prepare Acknowledgement of w/draw Request	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
60	2	M	Send Acknowledgement to PAC																						
60	2	M	Close Serialized Case																						
60	2	A	Update CR/ORCA/AALMRS	4	4	4	4	4	4	4.00	G	x	x			x	x	x			x		x	1	Case Information Update

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS ID: 1.1.2.2.3.1.4

MATRIX C-6 PROCESS EVALUATION (CANDIDATES)
CASE TYPE: EXCHANGES

TOTAL AUTOMATED = 8
TRUE CANDIDATES = 4

IPO SUB PARA#	SENT	DET	PROCESS (CANDIDATES)	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
60	2	M	Forward Case File to Docket																						
61	1	A	Prepare Notice of Acceptance	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
61	1	M	Send Notice of Acceptance to PAC																						
62	1	A	Update CR/ORCA/AALMRS w/Action Dates	4	4	4	4	4	4	4.00	G	x	x			x	x	x			x	x		1	Case Information Update
63	1	M	Receive Prelim Amend Ex Prop from PAC																						
63	2	M	Process Amended the Same as Prelim Values (As Listed Above)																						
64	1	A	Prepare Notice of Proposal for Newspaper	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
64	1	M	Send Notice to Newspaper																						
64	2	A	Update CR/ORCA/AALMRS	4	4	4	4	4	4	4.00	G	x	x			x	x	x			x	x		1	Case Information Update
65	1	M	Receive Bill for Publication																						
65	2	A	Prepare Form 1510-18 for Billing	4	4	3	1	2	3	2.83	G		x			x	x		x		x			1	Case Form/Document Preparation
65	3	A	Update CR/ORCA/AALMRS	4	4	4	4	4	4	4.00		x	x			x	x	x			x	x		1	Case Information Update
66	1	M	Receive Comments to Notice of Proposal																						
66	1	A	Respond to Public Comments	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
67	1	M	Receive Congression Inquiry																						
67	2	A	Prepare Official Response	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
67	2	M	Send Official Response to Congress																						

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS ID: 1.1.2.2.3.2

MATRIX C-2 PROCESS EVALUATION (CANDIDATES)
C[illegible]PE: EXCHANGES

TOTAL AUTOMATED = 13
TRUE CANDIDATES = 8

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Ex Proposal from PAC																						
1	4	A	Serialize Case File	4	4	4	4	4	4	4.00	G	x	x	x			x	x			x			1	Case Serialization
2	1	M	Receive Cost Reimbursement Funds																						
3	1	M	Forward Cost Reimbursement Funds to FMS																						
3	2	A	Receive Acct Advice w/Project Number from FMS	4	4	2	2	1	2	2.50	G									x	x			3	Electronic Mail
4	1	M	Forward Acctg Advice & Project No. to CF																						
5	1	A	Update CR/ORCA/AALMRS w/ All Actions to Date	4	4	4	4	4	4	4.00	G	x	x			x	x	x			x	x		1	Case Information Update
6	1	A	Req Federal Agency Acct No If Applicable	4	4	2	2	1	2	2.50	G								x					3	Electronic Mail
6	2	A	Receive Acct No. from FMS	4	4	2	2	1	2	2.50	G									x	x			3	Electronic Mail
7	2	A	Update Case Recordation	4	4	4	4	4	4	4.00	G	x	x	x			x	x			x			1	Case Information Update
10	1	M	Receive Add'l Cost Reimbursement Funds																						
10	1	M	Receive Cash Equalization Payment																						
10	1	M	Receive Tax Deposit																						
10	1	M	Receive Improvements Reimbursement Deposit																						
10	1	M	Forward all Monies Received to FMS																						
10	1	A	Prepare Acctg Advices	4	4	4	4	4	4	4.00	G		x			x	x	x	x					2	Accounting Form Preparation
10	2	M	Send Acctg to PAC and CF																						
11	1	A	Receive Acctg Advice Receipts from FMS	4	4	2	2	1	2	2.50	G									x	x			3	Electronic Mail
11	2	M	Update Case File																						
11	2	A	Update CR/ORCA/AALMRS	4	4	4	4	4	4	4.00	G	x	x				x	x			x			1	Case Information Update
12	1	M	Rec Requests for Refunds of Various Monies																						
12	2	M	Forward Requests to FMS																						
13	1	A	Receive Acctg Advice Receipts from FMS	4	4	2	2	1	2	2.50	G									x	x			3	Electronic Mail
13	2	M	Update the Case File																						
13	2	A	Update CR/ORCA/AALMRS	4	4	4	4	4	4	4.00	G	x	x			x	x	x			x	x		1	Case Information Update
15	2	M	Rec Req for Refunds after Conveyance Issued																						
16	1	M	Follow Same Procedure as Established Above																						
17	1	M	Receive Request for Ser Nos for Existing Uses on Reconveyed Lands																						
17	2	A	Prepare Serialized ROW Case Files	4	4	4	4	4	4	4.00	G	x	x	x			x	x			x			1	Case Serialization
17	2	A	Update CR/ORCA/AALMRS	4	4	4	4	4	4	4.00	G	x	x			x	x	x			x	x		1	Case Information Update
17	2	M	Forward Case Files to Docket																						

LEGEND:

(PRIORITY)
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

(SECURITY)
- S - Sensitive
- G - General Data/Process

(PROGRAM OBJECTIVES)
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

(INFORMATION PROCESSING AREAS)
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

(DERIVED USER REQUIREMENT CATAGORIES (CAT))
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS ID: 1.1.2.2.3.1.1.1

MATRIX C-8 PROCESS EVALUATION (CANDIDATES)
CASE TYPE: EXCHANGE

TOTAL AUTOMATED = 16
TRUE CANDIDATES = 8

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Case File From "Establish Case"																						
1	2	M	Review Qualifications of the PAC																						
1	3	A	Prep Req for Business Cert if Necessary	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
1	3	M	Send Request to the State																						
2	1	M	Receive Business Certification																						
2	2	A	Prepare Request for Citizenship Vertification	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
2	2	A	Prep Request for Citizenship of Incorporation	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
2	2	M	Send Requests to PAC																						
2	2	A	Update CR/ORCA/AALMRS	4	4	4	4	4	4	4.00	G	x	x			x	x	x			x	x		1	Case Information
3	1	A	Check Status from MTP/HI	4	4	4	4	4	4	4.00	G		x	x		x				x	x		x	6	Map/Plot Query
3	1	A	Check CR/ORCA/AALMRS	0	2	2	2	3	4	2.17	G	x		x			x	x		x	x			6	Case Information Query
3	2	A	Note Nat'l Forest Exchange Pop on Records	4	4	4	4	4	4	4.00	G	x	x			x	x	x	x					5	Plat Records Entry/Update
3	3	A	Update CR/ORCA/AALMRS	4	4	4	4	4	4	4.00	G	x	x			x	x	x			x	x		1	Case Information Update
4	1	A	Prepare Req Cert. of Non-Encumbrance	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
4	1	M	Send Request to the State																						
5	1	A	Check Legal Description Mathematically	4	4	4	4	4	4	4.00	G		x			x	x	x						5	Legal Description Interpretor
5	1	A	Check Availability of Federal Lands	4	4	4	4	4	4	4.00	G		x	x		x				x	x		x	6	Map/Plot Query
5	2	M	Request Amended LLD if there is Error																						
6	1	M	Receive Citizenship Vertification																						
6	1	M	Receive Articles of Incorporation																						
6	2	M	Receive Certification of Non-Encumbrance																						
6	1	M	Receive Amended Legal Description																						
6	2	M	Review Documents Received																						
6	2	A	Prepare Notice of Non-Acceptance	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
6	2	M	Send Notice of Non-Acceptance to PAC																						
7	1	M	Receive Request for Add'l Info from PAC																						
7	1	A	Prepare Response for Add'l Info	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
7	1	M	Send Add'l Info Response to PAC																						
8	1	M	Receive Protest of Non-Accept Notice from PAC																						
8	2	A	Prepare Rejection Decision	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
8	2	M	Send Rejection Decision to PAC																						
8	3	A	Update CR/ORCA/AALMRS	4	4	4	4	4	4	4.00	G	x	x			x	x	x			x	x		1	Case Information Update
9	1	M	Receive Request to Withdraw Proposal																						
9	2	A	Prep Acknowledgement of Withdrawal Request	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
9	2	M	Send out Acknowledgement																						

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- 5 - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS ID: 1.1.2.2.3.3.1.1.1

MATRIX C-8 [illegible]ESS EVALUATION (CANDIDATES)
C[illegible]E: EXCHANGE

TOTAL AUTOMATED = 11
TRUE CANDIDATES = 6

IPO SUB PARA	SENT	DET	PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
9	4	M	Close Case File and Forward to Docket																						
9	4	A	Update CR/ORCA/AALMRS	4	4	4	4	4	4	4.00	G	x	x			x	x	x			x	x		1	Case Information Update
10	1	M	Receive Notice of Appeal																						
10	2	M	Forward Case File to IBLA																						
10	3	A	Update CR/ORCA/AALMRS	4	4	4	4	4	4	4.00	G	x	x			x	x	x			x	x		1	Case Information Update
11	1	M	Req Add'l Information																						
12	1	M	Receive Add'l Information																						
12	2	A	Prepare Respond to Protest	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
12	2	M	Send Protest Response to PAC																						
12	3	A	Update CR/ORCA/AALMRS	4	4	4	4	4	4	4.00	G	x	x			x	x	x			x	x		1	Case Information Update
13	1	M	Forward CF to 1.1.2.2.3.1.4 for Prelim Analys																						
13	1	M	Send CF to Resource Eval for Reports																						
13	2	A	Update CR/ORCA/AALMRS	4	4	4	4	4	4	4.00	G	x	x			x	x	x			x	x		1	Case Information Update
13	3	M	Notify All BLM Personnel of Funds Involved																						
13	4	A	Document Notification in CF Manually/Automate	4	4	4	4	4	4	4.00	G	x	x			x	x	x			x	x		1	Case Information Update
14	1	M	Rev Req Verification of Qualifications																						
14	1	M	Verify PAC Qualifications																						
15	1	M	Rec Req to Estab Cost Reimburs Acct																						
15	2	M	Negotiate Cost Reimburs Agrant w/ PAC/SMA																						
15	3	M	Establish other Federal Entity Accts																						
16	1	M	Funds Received Come through "Estab Case"																						
20	1	M	Receive Req for Justification for Funding																						
20	2	A	Prepare Funding Justification Response	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
20	2	M	Send Justification Response to PAC																						
21	1	M	Receive Rejection for Add'l Cost Reimbursemen																						
21	2	A	Prepare Notice of Non-Acceptance	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
21	2	M	Send Notice of Non-Acceptance to PAC																						
22	1	M	Receive Protest of Non-Acceptance																						
22	2	A	Prepare Rejection Decision	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
22	2	M	Send Rejection Decision to PAC																						
23	1	M	Receive Notice of Annual																						
23	1	M	Send Case File to IBLA																						
24	1	A	Prepare Response to Protest																						
24	1	M	Send Protest Response to PAC																						
24	1	A	Update CR/ORCA/AALMRS	4	4	4	4	4	4	4.00	G	x	x			x	x	x			x	x		1	Case Information Update

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS ID 1 1 2 2 3 3 1 1.1

MATRIX C-8 PROCESS EVALUATION (CANDIDATES)
CASE TYPE EXCHANGES

TOTAL AUTOMATED = 9
TRUE CANDIDATES = 3

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
25	1	M	Receive Land Use Analysis																						
25	1	M	Review Land Use Analysis																						
25	3	A	Review Status Info	4	4	4	4	4	4	4.00	G	x	x			x	x	x			x	x		6	Map/Plot Query
25	3	A	Verify Mining Claims	4	4	4	4	4	4	4.00	G		x			x	x	x		x				6	Mining Claim Query
24	4	A	Analyze Land Use Analysis Conflicts	3	3	3	3	3	3	3.00	G		x			x	x	x		x				12	Resource Theme Analysis
26	1	M	Receive Request for Add'l Info																						
26	2	M	Provide Add'l Information																						
27	1	M	Receive Request for Prelim Title Opinion																						
27	1	M	Rec Request for Draft Warranty Deed Opinion																						
27	2	M	Review Requests																						
27	2	A	Prepare Request for Solicitor Opinion	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
27	2	M	Forward Request to Resource Eval																						
28	1	M	Reveive Solictor Opinions																					3	Word Processing
28	2	M	Forward Opinions to Resource Evaluation																						
29	1	M	Receive Req for Decision Record Review																						
29	1	A	Prepare Decision Record Recommendations																						
30	1	M	Receive Req for Add'l Information																						
30	2	M	Forward Add'l Information to Resource Eval																						
31	1	M	Receive Request for Ex Agreement Review																						
32	1	A	Prepare Solicitor Opinion Request	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
32	1	M	Forward Request to Field Solicitor																						
33	1	M	Receive Ex Agreement Solicitor Opinion																						
34	1	M	Forward Recommend &/or Opinion to "Prepare																						
34	1	M	Exchange Agreement"																						
36	1	M	Receive Request for Solicitor Protest Opinion																						
36	2	A	Prepare Request for Solicitor	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
36	1	M	Send Request to Solicitor																						
37	1	M	Receive and Review Field Solicitor Opinion																						
38	1	A	Send any Refund Requests to FMS	4	4	2	2	1	2	2.50	G									x	x			3	Electronic Mail
39	1	A	Receive Acctg Advice from FMS & in CF	4	4	2	2	1	2	2.50	G									x	x			3	Electronic Mail

LEGEND:

(PRIORITY)
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

(SECURITY)
- S - Sensitive
- G - General Data/Process

(PROGRAM OBJECTIVES)
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

(INFORMATION PROCESSING AREAS)
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

(DERIVED USER REQUIREMENT CATAGORIES (CAT))
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS ID: 1.1.2.2.3.3.1.1.2

MATRIX C-9 [illegible]ESS EVALUATION (CANDIDATES)
([illegible]E EXCHANGES

TOTAL AUTOMATED = 16
TRUE CANDIDATES = 10

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Request for Final Review, Issue Conveyance Document, & Opening Order																						
2	2	M	Conduct Land Law Review of CF Documents																						
3	1	M	Request Add'l Info																						
4	1	M	Receive Add'l Info																						
5	1	A	Review Status Info	4	4	4	4	4	4	4.00	G	x	x	x		x	x	x		x	x			6	Land Use/Plat Query
5	1	A	Review CR/AALMRS Info	4	4	4	4	4	4	4.00	G	x	x			x	x	x						6	Case Information Query
5	1	A	Review Mining Claim Info	4	4	4	4	4	4	4.00	G	x	x			x	x	x		x				6	Mining Claim Query
5	2	A	Update CR/ORCA/AALMRS if Necessary	4	4	4	4	4	4	4.00	G	x	x			x	x	x				x		1	Case Information Update
5	2	A	Update Mining Claim if Necessary	4	4	3	3	4	4	3.67	G	x	x	x		x	x	x		x	x			1	Mining Claim Information Update
6	1	A	Prepare Final Review Recommendations	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
6	2	A	Update CR/ORCA/AALMRS	4	4	4	4	4	4	4.00	G	x	x	x		x	x	x				x		1	Case Information Update
6	2	M	Send Recommendations to "Mgt Decision"																						
7	1	A	Prepare form Warranty Deed, Policy Title Ins.	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
7	1	M	....Acknowl. of Resvd Mins Deed of Conveyance																						
7	1	A	Prepare form 2200-4-Cert of Possession	3	3	4	4	3	4	3.50	G	x	x			x	x	x	x	x	x	x	x	1	Case Form/Document Preparation
7	1	M	Send Request to PAC																						
8	1	A	Prepare Req for Deposit and Payments	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
8	2	M	Send Request to PAC																						
8	2	A	Update CR/ORCA/AALMRS	4	4	4	4	4	4	4.00	G	x	x			x	x	x			x	x		1	Case Information Update
10	1	M	Received Required Documents from PAC																						
10	2	M	Review Documents																						
10	3	A	Update CR/ORCA/AALMRS	4	4	4	4	4	4	4.00	G	x	x			x	x	x			x	x		1	Case Information Update
11	1	M	May Request Add'l Info																						
12	1	M	Receive Add'l Info																						
13	1	M	Receive Requested Monies thru "Estab Case"																						
13	1	M	Receive Acctg Advices																						
14	1	A	Prepare Notification for Add'l Funding	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
14	1	M	Send Notification to PAC																						
14	2	A	Update CR/ORCA/AALMRS	4	4	4	4	4	4	4.00	G	x	x			x	x	x			x	x		1	Case Information Update
15	1	M	Receive Req for Justification for Funding																						
15	2	A	Prepare Funding Justification Response	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
15	2	M	Send Response to PAC																						
16	1	M	Receive Add'l Funds thru "Estab Case"																						
17	1	A	Prepare Final Title Opinion Request	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS ID: 1.1.2.2.3.3.1.1.2

MATRIX C-9 PROCESS EVALUATION (CANDIDATES)
CASE TYPE: EXCHANGES

TOTAL AUTOMATED = 16
TRUE CANDIDATES = 9

IPO SUB PARA	SENT	DET	PROCESS (CANDIDATES)	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	GU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
17	1	M	Send Final Request to Field Solicitor																						
18	1	A	Update CR/ORCA/AALMRS	4	4	4	4	4	4	4.00	G	x	x			x	x	x			x	x		1	Case Information Update
20	1	M	Receive Final Title Opinion from Field Sol																						
20	3	A	Update CR/ORCA/AALMRS	4	4	4	4	4	4	4.00	G	x	x			x	x	x			x	x		1	Case Information Update
21	1	A	Prepare Final Solicitor Add'l Info Request	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
21	2	M	Forward Request to Field Solicitor																						
22	1	M	Rec Add'l Info from Field Solicitor																						
22	2	A	Prep Request for Amend of Documents from PAC	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
22	2	M	Send Request to PAC																						
22	3	A	Update CR/ORCA/AALMRS	4	4	4	4	4	4	4.00	G	x	x			x	x	x			x	x		1	Case Information Update
23	1	M	Receive Amended Documents																						
23	3	M	If LLD Changes, send Amend to Resource Eval																						
23	-	A	Update CR/ORCA/AALMRS	4	4	4	4	4	4	4.00	G	x	x			x	x	x			x	x		1	Case Information Update
24	.	A	Prepare Notice of Non-Accept. for Fatal Error	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
24	1	M	Send Non-Acceptance Notice to PAC																						
24	2	A	Update CR/ORCA/AALMRS with Date	4	4	4	4	4	4	4.00	G	x	x			x	x	x			x	x		1	Case Information Update
25	1	M	Receive Protest from PAC																						
25	1	A	Prepare Rejection Decision	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
25	1	M	Send Rejection Decision to PAC																						
25	1	A	Update CR/ORCA/AALMRS w/ Protest Info	4	4	4	4	4	4	4.00	G	x	x			x	x	x			x	x		1	Case Information Update
26	1	M	Receive Notice of Appeal from PAC																						
26	2	M	Forward Cf to IBLA																						
26	2	A	Update CR/ORCA/AALRMS w/ Appeal Info	4	4	4	4	4	4	4.00	G	x	x			x	x	x			x	x		1	Case Information Update
27	1	M	Receive Request to w/draw Proposal																						
27	2	A	Prepare Acknowledgement of w/draw Request	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
27	2	M	Send Acknowledgement to PAC																						
27	2	M	Close Case File																						
27	2	A	Update CR/ORCA/AALMRS	4	4	4	4	4	4	4.00	G	x	x			x	x	x			x	x		1	Case Information Update
27	2	M	Forward CF to Docket																						
28	1	A	Prep Quit Claim Deed to Return Lands/Interest	4	4	3	1	2	3	2.83	G							x	x		x			1	Case Form/Document Preparation
28	1	M	Issue Quit Claim Deed																						
28	3	M	Forward Refund Requests to FMS																						
29	1	M	Receive Acctg Advices for Monies Refunded																						
29	1	A	Update CR/ORCA/AALMRS for #29 & #28	4	4	4	4	4	4	4.00	G	x	x			x	x	x			x	x		1	Case Information Update
30	2	A	Prepare Decision to Accept Title to Base Land	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing

LEGEND:

(PRIORITY)
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

(SECURITY)
- S - Sensitive
- G - General Data/Process

(PROGRAM OBJECTIVES)
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

(INFORMATION PROCESSING AREAS)
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

(DERIVED USER REQUIREMENT CATAGORIES (CAT))
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS ID 1 1 2 2 3 3 1 1 2

MATRIX C-9 PROCESS EVALUATION (CANDIDATES)
TYPE: EXCHANGES

TOTAL AUTOMATED = 10
TRUE CANDIDATES = 6

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	GU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
30	2	M	Send Decision to Accept Title...to PAC																						
30	3	A	Update CR/ORCA/AALMRS	4	4	4	4	4	4	4.00	G	x	x			x	x	x			x	x		1	Case Information Update
30	4	A	Prepare Req Issue Conveyance & Opening Order	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
30	4	M	Forward Above to "Issue Conveyance Process"																						
31	1	M	Receive Request Amend Ex Agmnt Review																						
31	1	M	Receive Request for Amend Ex Agreement																						
31	1	M	Receive Solicitor Opinion																						
31	2	M	Review Requests																						
31	2	A	Prepare Add'l Field Sol Opin Request	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
31	2	M	Send Request to Field Solicitor																						
31	3	A	Update CR/ORCA/AALMRS	4	4	4	4	4	4	4.00	G	x	x			x	x	x			x	x		1	Case Information Update
32	1	M	Receive Amend Ex Agmnt Solicitor Opinion																						
32	2	M	Forward Recommendations to "Prepare Ex Agmnt"																						
32	3	A	Update CR/ORCA/AALMRS	4	4	4	4	4	4	4.00	G	x	x			x	x	x			x	x		1	Case Information Update
33	1	M	Receive Request for Add'l Info																						
33	2	M	Forward Add'l Info to "Prepare Ex Agmnt"																						
34	1	M	Receive Request for NORA Protest Review																						
34	1	M	Receive Request for NORA Protest Sol Opinion																						
34	2	M	Review Protests																						
34	2	M	Send Request for Opinion to Field Solicitor																						
34	3	A	Update CR/ORCA/AALMRS w/ Protest Dates	4	4	4	4	4	4	4.00	G	x	x			x	x	x			x	x		1	Case Information Update
35	1	M	Receive NORA Protest Sol Opinion																						
35	2	M	Forward Recommends to "Mgmt Decision"																						
35	3	A	Update CR/ORCA/AALMRS w/ Dates	4	4	4	4	4	4	4.00	G	x	x			x	x	x			x	x		1	Case Information Update
36	1	M	Receive Request for Add'l Protest Info																						
36	2	A	Prepare Add'l Protest Response	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
36	2	M	Send Response to "Mgmt Decision"																						
37	1	M	Rec Req for Response to Congressional Inquiry																						
37	2	A	Prepare Congressional Inquiry Response	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
37	2	M	Send Congress Inquiry Response "Mgmt Dec"																						
37	3	A	Update CR/ORCA/AALMRS	4	4	4	4	4	4	4.00	G	x	x			x	x	x			x	x		1	Case Information Update

LEGEND:

(PRIORITY)
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

(SECURITY)
- S - Sensitive
- G - General Data/Process

(PROGRAM OBJECTIVES)
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

(INFORMATION PROCESSING AREAS)
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

(DERIVED USER REQUIREMENT CATAGORIES (CAT))
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS ID: 1.1.2.2.3.1.2.1

MATRIX C-10 PROCESS EVALUATION (CANDIDATES)
CASE TYPE: EXCHANGES

TOTAL AUTOMATED = 9
TRUE CANDIDATES = 3

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	A/G	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Req Issue Conveyance & Opening Order																						
2	1	A	Prepare Notice of Conveyance & Opening Order	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
2	1	M	Send Notice & Order to FR & Local Pubs																						
3	1	M	Send Copies to Public & Other Gov't Agencies																						
4	1	A	Prepare Letter Advising of Conveyance	2	2	3	3	3	2	2.50	G								x		x			3	Word Processing
4	1	A	Send Letter to Various Organizations	2	2	3	3	3	2	2.50	G		x			x		x			x			3	Label Generations
5	1	A	Prepare Notice of Transfer	2	2	1	1	2	2	1.67									x		x			3	Word Processing
5	1	M	Send Notice to All Use Holders																						
6	1	A	Prepare Conveyance Document	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
6	1	M	Send Conveyance Document to PAC																						
7	1	A	Notify FMS of Equalization Payment Earned	4	4	2	2	1	2	2.50	G									x	x			3	Electronic Mail
7	1	M	Send Accounting Advice To FMS																						
8	1	M	Receive Accounting Advice Receipt																						
9	1	M	Rec Request for Publication Payment																						
10	1	A	Prepare Requisition Order Form 1510-18	4	4	3	1	2	3	2.63	G		x					x	x	x	x			1	Case Document/Form Generation
11	1	A	Update RMAS with Grazing Reduction Info	4	4	4	4	4	4	4.00	G		x			x	x	x	x		x	x		12	Resource Inventory Data Entry
12	1	A	Update CR/ORCA																						
13	1	M	Forward Case File to Docket																						

LEGEND:

(PRIORITY)
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

(SECURITY)
- S - Sensitive
- G - General Data/Process

(PROGRAM OBJECTIVES)
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

(INFORMATION PROCESSING AREAS)
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

(DERIVED USER REQUIREMENT CATAGORIES (CAT))
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS ID: 1.1.2.2.3.3.1.2.2

MATRIX C-1: PROCESS EVALUATION (CANDIDATES)
TYPE: EXCHANGES

TOTAL AUTOMATED = 10
TRUE CANDIDATES = 4

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	A	Check Future Suspense Actions	4	4	4	4	4	4	4.00	G	x	x				x	x		x	x		x	1	Future Action Suspense
2	1	A	Prepare Delayed Opening Order	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
2	1	M	Send Delayed Opening Order to FR & Others																						
3	1	A	Prepare Proof of Tax Dep & Improvmnts Request	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
3	1	A	Prepare Money Requests	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
3	1	M	Send Requests to Patentee																						
4	1	M	Rec Proof of Tax & Improvement Payments																						
4	1	A	Prepare Req for Tax Dep &/or Improvement Dep	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
4	1	M	Send Acctg Advice & Request to "Estab Case"																						
6	1	A	Prepare Req Refund of Cost Reimburs Funds	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
1	1	M	Send Request & Acctg Advice to "Estab Case"																						
7	1	M	Establish CF for Reconveyed Existing Uses																						
7	1	A	Serialize Case File	4	4	4	4	4	4	4.00	G	x	x	x			x	x			x			1	Case Serialization
7	1	M	Send Copies of Deeds to "Estab Case"																						
8	1	A	Prepare Delayed Notice of Transfer	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
8	1	M	Send Notice to Use Holder																						
9	1	M	Receive Request for Delayed Publication Payment																						
9	2	A	Prepare Requisition Order Form 1510-18	4	4	3	1	2	3	2.83	G		x					x	x	x	x			1	Case Form/Document Preparation
10	1	A	Update CR/ORCA/AALMRS	4	4	4	4	4	4	4.00	G	x	x			x	x	x			x	x		1	Case Information Update
11	1	M	Send Case File to Docket																						

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS ID: 1.1.2.2.3.3.2.1

MATRIX C-12 PROCESS EVALUATION (CANDIDATES)
CASE TYPE: EXCHANGES

TOTAL AUTOMATED = 7
TRUE CANDIDATES = 1

IPO SUB PARA#	CENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Request to Consider Ex Agreement																						
2	1	M	Rec Prelim Agrmnt/Amend to Proceed																						
3	1	M	Forward Req to Negotiate Ex Agrmnt to PAC																						
4	1	A	Prepare Request for SMA Participation	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
4	1	M	Send Request to SMA																						
4	2	A	Prepare Request for SMA Information	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
4	2	M	Send Request to SMA																						
5	1	M	Receive Ex Agrmnt Recommends from PAC																						
6	1	M	Forward Recommendation Against Agrmnt																						
6	2	A	Prepare Recommendations Not to Proceed	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
6	2	M	Send Recommendations to "Mgmt Decision"																						
7	1	A	Prepare Draft Ex Agreement	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
8	1	M	Receive SMA/Add'l Info Participation																						
9	1	M	Prepare Request for Draft Concurrence	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
9	1	M	Send Request to SMA,PAC																						
10	1	A	Prepare Req for Sol Opinion	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
10	1	M	Forward Req to "Prelim Land Law Review"																						
11	1	M	Receive Solicitor Opinion/Recommendations																						
11	2	M	Req Add'l Info from "Prelim Land Law Review"																						
12	1	A	Receive Add'l Info & Incorporate into Draft	4	4	2	2	1	2	2.50										x	x			3	Electronic Mail
13	1	M	Forward Draft to "Mgmt Decision"																						
13	1	M	Forward Draft to PAC for Signed Acceptance																						
14	1	M	Receive Request to Amend Ex Agreement																						
15	1	M	Process Amendment the Same as Above Steps																						
18	1	A	Update CR/ORCA/ALMRS in Either Case	4	4	4	4	4	4	4.00	G	x	x			x	x	x			x		x	1	Case Information Update

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS ID 1 1 2 2 3 3 2 2

MATRIX C-1 ESS EVALUATION (CANDIDATES)
PE: EXCHANGES

TOTAL AUTOMATED = 13
TRUE CANDIDATES = 9

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Request for Prelim NORA Approval																						
1	1	M	Receive Draft Prelim NORA																						
1	2	M	Review Prelim NORA & Send to Resource Eval																						
3	1	A	Update CR/ORCA/AALMRS	4	4	4	4	4	4	4.00	G	x	x			x	x	x			x	x		1	Case Information Update
3	1	A	Update Records With Segrgation Info	4	4	4	4	4	4	4.00	G	x	x			x	x	x			x	x		5	Plat Record Entry/Update
4	1	M	Rec Decision Rec/Reports from Resource Eval																						
5	1	M	Request Additional Info																						
6	1	M	Receive Add'l Info from Resource Evaluation																						
6	1	M	Request Appraisal from Resource Eval																						
6	2	A	Update CR/ORCA/AALMRS w/ Appraisal Date Info	4	4	4	4	4	4	4.00	G	x	x			x	x	x			x	x		1	Case Information Update
6	3	M	Approve NORA & Send to Resource Eval																						
7	1	A	Update CR/ORCA/AALMRS	4	4	4	4	4	4	4.00	G	x	x			x	x	x			x	x		1	Case Information Update
8	1	M	Receive Appraisal Rpt from Resource Eval																						
9	1	A	Update CR/ORCA/AALMRS	4	4	4	4	4	4	4.00	G	x	x			x	x	x			x	x		1	Case Information Update
10	1	M	Request Consideration of Ex Agreement																						
11	1	M	Receive Draft Ex Agreement																						
11	1	M	Receive Recommendation Against Agreement																						
11	1	M	Receive Recommendation Not to Proceed																						
15	1	A	Prepare Notice of Non-Acceptance	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
15	1	M	Send Notice to PAC																						
15	2	A	Update CR/ORCA/AALMRS	4	4	4	4	4	4	4.00	G	x	x			x	x	x			x	x		1	Case Information Update
16	1	M	Show Values to PAC																						
17	1	M	Receive Value Concurr/Non-Accept from PAC																						
18	1	A	Prepare Notice of Non-Acceptance	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
18	1	M	Send Notice to PAC																						
19	1	A	Update CR/ORCA/AALMRS	4	4	4	4	4	4	4.00	G	x	x			x	x	x			x	x		1	Case Information Update
20	1	A	Prepare Request for PAC to Sign Ex Agreement	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
20	1	M	Send Request & Agreement to PAC																						
21	1	M	Receive Signed Ex Agreement from PAC																						
21	2	M	Send Copies to PAC & SMA																						
21	3	A	Update CR/ORCA/AALMRS with Dates	4	4	4	4	4	4	4.00	G	x	x			x	x	x			x	x		1	Case Information Update
22	1	A	Prepare Request for Amended Ex Prop from PAC	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
22	1	M	Send Reques to PAC																						
23	1	M	Rec Amended Ex Prop & Send to Resource Eval																						
23	3	A	Update CR/ORCA/AALMRS	4	4	4	4	4	4	4.00	G	x	x			x	x	x			x	x		1	Case Information Update

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
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[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
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[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
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PROCESS ID: 1.1.2.2.3.3.2.2

MATRIX C-13 PROCESS EVALUATION (CANDIDATES)
CASE TYPE: EXCHANGES

TOTAL AUTOMATED = 16
TRUE CANDIDATES = 7

IPO PARA#	SUB SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS: EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION: CAT	USER REQUIREMENTS
24	1	M	Repeat Same Process for Amended Ex																						
33	1	M	Receive Request to Withdraw Proposal																						
33	1	A	Prepare Acknowledgement of Withdraw Request	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
33	1	M	Send Request to PAC																						
33	1	M	Close Case File																						
33	2	A	Update CR/ORCA/AALMRS	4	4	4	4	4	4	4.00	G	x	x			x	x	x			x	x		1	Case Information Update
33	2	A	Update Records if Segergation Occurred	4	4	4	4	4	4	4.00	G	x	x	x		x	x	x			x	x		5	Plat Record Entry/Update
33	2	M	Forward CF to Docket																						
34	1	A	Request Refund of Monies from FMS	4	4	2	2	1	2	2.50	G									x	x			3	Electronic Mail
34	2	A	Update CR/ORCA/AALMRS	4	4	4	4	4	4	4.00	G	x	x			x	x	x			x	x		1	Case Information Update
35	1	M	Receive Acctg Advice Receipt from "Estab Case																						
36	1	A	Prepare Decision to Vacate NORA	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
36	1	M	Forward Decision to Resource Evaluation																						
36	2	A	Update CR/ORCA/AALMRS	4	4	4	4	4	4	4.00	G	x	x			x	x	x			x	x		1	Case Information Update
37	1	M	Receive Protest from PAC																						
38	1	A	Prepare Rejection Decision	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
38	1	M	Send Rejection Decision to PAC																						
39	1	A	Update CR/ORCA/AALMRS	4	4	4	4	4	4	4.00	G	x	x			x	x	x			x	x		1	Case Information Update
40	1	M	Receive Notice of Appeal																						
40	1	M	Forward Case File to IBLA																						
41	1	A	Update CR/ORCA/AALMRS	4	4	4	4	4	4	4.00	G	x	x			x	x	x			x	x		1	Case Information Update
43	1	M	Case Closed Option Processed Same as Ex Proc																						
43	1	M	...Withdraw Process Described Previously																						
44	1	M	Receive Public Comments on NORA																						
45	1	A	Prepare Response to Comments	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
45	1	M	Send Comment Response Back to Public																						
46	1	M	Receive NORA Protests																						
46	2	A	Prepare Responses to Protests	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
46	3	M	Send Responses Back to Protestors																						
47	1	A	Update CR/ORCA/AALMRS	4	4	4	4	4	4	4.00	G	x	x			x	x	x			x	x		1	Case Information Update
48	1	A	Prepare Request NORA Protest Rev/Sol Opinion	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
48	1	M	Send Request to "Final Land Law Rev. Process"																						
49	1	M	Rec NORA Protest Recomaend/Sol Opinion																						
52	1	A	Modify NORA	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
52	1	A	Prepare Notice to Vacate NORA	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing

LEGEND:

(PRIORITY)
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(PROGRAM OBJECTIVES)
1. Streamline responses to land and mineral inquiries
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TYPE: EXCHANGES

TOTAL AUTOMATED = 12
TRUE CANDIDATES = 0

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS: EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION: CAT	USER REQUIREMENTS
53	1	A	Prepare Decision for Proposal Modification	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
53	1	M	Send Decision to PAC																						
54	1	A	Prepare Rejection Decision	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
54	1	M	Send Rejection Decision to PAC																						
55	1	A	Update CR/ORCA/ARLMRS	4	4	4	4	4	4	4.00	G	x	x			x	x	x			x	x		1	Case Information Update
56	1	M	Receive Notice to Appeal from PAC																						
56	1	M	Forward Case File to IBLA																						
57	1	A	Update CR/ORCA/ARLMRS	4	4	4	4	4	4	4.00	G	x	x			x	x	x			x	x		1	Case Information Update
58	1	M	Process Same as a Withdraw																						
58	1	M	Proposal Process Outlined Previously if Case																						
59	1	A	Prepare Decision to Reject	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
59	1	M	Send Rejection Decision to Reject Process																						
61	1	M	Receive Notice of Appeal from PAC																						
61	2	M	Forward Case File to IBLA																						
62	1	A	Prepare Request for Final Review	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
62	1	A	Prepare for Issue Convey & Opening Order	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
63	1	M	Send CF Requests to "Final Land Law Rev"																						
63	2	M	Receive Conformation of No Errors																					3	Word Processing
65	1	M	If Amend Needed Process Same as Earlier																						
66	1	A	Receive Congressional Inquiry	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
66	1	M	Send Req to Resource Eval &/or FLLR Process																						
67	1	A	Compare Responses into Offical Response																						
67	1	M	Send Offical Response to Congress																						
67	2	A	Update CR/ORCA/ARLMRS	4	4	4	4	4	4	4.00	G	x	x			x	x	x			x	x		1	Case Information Update
68	1	M	Receive Payment Request for Publication Costs																						
68	2	A	Prepare Requisition Order 1510-18	4	4	3	1	2	3	2.83	G		x					x	x	x	x			1	Case Forms/Document Preparation
69	1	A	Update CR/ORCA/ARLMRS	4	4	4	4	4	4	4.00	G	x	x			x	x	x			x	x		1	Case Information Update

LEGEND:

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- 3 - minimum need
- 4 - critical need

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[PROGRAM OBJECTIVES]
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DATA DICTIONARY ELEMENT				EVALUATION CRITERIA			** ALMRS AUTOMATED DATA AREAS												
DATA NAME	DATA TYPE	SEC	DET	INTERNAL SYSTEM	SATISFY USER REQUIREMENT	LAND DESC	OWN& STAT	SER# LOG	STIP	REGU REFR	DOC REFR	CASE ACTS	BOND	SURE	QUAL	MSTR NAME	RES DATA	GEO COOR
Account Number	Element	G	A		7			x				x						
Act Ad Eq Pay Ern	Element	G	A	x	2,7			x				x						
Act Ad Rt Ad Ct Re f	Element	G	A	x	2,7			x				x						
Act Ad Rt Cash Eq Py	Element	G	A	x	2,7			x				x						
Act Ad Rct Eq Pay Er	Element	G	A	x	2,7			x				x						
Act Ad Rt Iap Re Dep	Element	G	A	x	2,7			x				x						
Act Ad Rt Rd Ca Eq P	Element	G	A	x	2,7			x				x						
Act Ad Rt Rd Ct R	Element	G	A	x	2,7			x				x						
Act Ad Rt Rd Re Dep	Element	G	A	x	2,7			x				x						
Act Ad Rt Rd Tax Dep	Element	G	A	x	2,7			x				x						
Adc Ad Rt Tax Dep	Element	G	A	x	2,7			x				x						
Act Ad Rd Ct Re Fds	Element	G	A	x	2,7			x				x						
Act Ad Rd Iap Rb Dep	Element	G	A	x	2,7			x				x						
Act Ad Tax Dep	Element	G	A	x	2,7			x				x						
Act Ad Rd Cash Eq Py	Element	G	A	x	2,7			x				x						
Ack Min US	Record	G	A		3*													
Ack With Req	Record	G	A		3*													
Addi Ct Re Fds	Element	G	A		1							x						
Additional Information	Flow	G	A		3*													
Adjud to Accounting	Aggregate	G	A	x	1,2							x						
Adjud to Establish	Aggregate	G	M															
Amend Land Use Plan	Record	G	M															
Amended Appraisal Report	Record	G	M															
Amended Categorical Exclusion	Record	G	M															
Amended Decision Record	Set	G	M															
Amended Deed of Conveyance	Record	G	A		1,5	x	x	x				x						
Amended Draft NORA	Record	G	A		1,5	x	x	x				x						
Amended Draft Warranty Deed	Record	G	A		1,5	x	x	x				x						
Amended Environmental Assessment	Record	G	A		3*													
Amd EA Review	Record	G	M															
Amd Ex Agr Concur	Flow	G	M															
Amd Ex Recom	Flow	G	A		3*													

LEGEND: (USER REQUIREMENT CATEGORIES)

1. Case Transactions
2. Case Accounting Processing
3. Office Support
4. Legal Reference Control
5. Land Status Records Processing
6. Query Processing
7. System Chargeback
8. Document Reference
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* By-product of an automated process.

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DATA DICTIONARY ELEMENT				EVALUATION CRITERIA			** ALMRS AUTOMATED DATA AREAS												
DATA NAME	DATA TYPE	SEC	DET	INTERNAL SYSTEM		SATISFY USER REQUIREMENT	LAND DESC	OWN& STAT	SER# LOG	STIP	REGU REFR	DOC REFR	CASE ACTS	BOND	SURE	QUAL	MSTR NAME	RES DATA	GEO COOR
Amd Ex Agr Sign	Element	G	M																
Amd Ex Agr Sol Op	Record	G	A			3*													
Amended Exchange Proposal	Record	G	M																
Amd Final ES	Record	G	A			3*													
Amd Final ES Rev	Record	G	M																
Amd Fund Prop Concur	Flow	G	M																
Amd Fund Prop Recom	Flow	G	M																
Amended Land Use Analysis	Record	G	A			3*													
Amended Mineral Report	Record	G	A			3*													
Amd Prelim Agr Procd	Record	G	M																
Amd Prel Ex Prop	Record	G	M																
Amd Prel Res Anl Fnd	Flow	G	M																
Amended Preliminary Title Report	Record	G	M																
Amended Preliminary Values	Record	G	A			3*													
Amd Prop may be in Pub Int	Flow	G	M																
Amd Prop Not in Pub Int	Flow	G	M																
Amended Selected Not Available	Flow	G	M																
Amended Task Share Concurrence	Flow	G	M																
Amended Task Share Recommendations	Flow	G	M																
Amended Title Policy Insurance	Record	G	M																
Amended Warranty Deed	Record	G	M																
Analysis to PAC	Aggregate	G	M																
Analysis to Prelim Res Agencies	Aggregate	G	M																
Analysis to SMA	Aggregate	G	M																
Appraisal Information	Flow	G	A			3*													
Appraisal Report	Record	G	A			3*													
Articles of Incorporation	Record	G	M																
Avail Prel Amd Sel	Flow	G	M																
Avail Prelim Sel	Flow	G	M																
Business Certification	Record	G	M																
Cash Equalization Payment	Element	G	A	x		2,7							X						
Categorical Exclusion	Record	G	M																

LEGEND: (USER REQUIREMENT CATEGORIES)

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DATA DICTIONARY ELEMENT				EVALUATION CRITERIA		ALMRS AUTOMATED DATA AREAS**												
DATA NAME	DATA TYPE	SEC	DET	INTERNAL SYSTEM	SATISFY USER REQUIREMENT	LAND DESC	OWN& STAT	SER& LOG	STIP	REGU REFR	DOC REFR	CASE ACTS	BOND	SURE	QUAL	MSTR NAME	RES DATA	GEO COOR
Certificate of Possession	Record	G	M															
Certification of Non-Encumbrance	Record	G	M															
Citizenship Verification	Record	G	M															
Comments	Flow	G	M															
Conduct to Prepare	Aggregate	G	M															
Cn Ex Prop Amd	Flow	G	M															
Convey to Convey Agencies	Aggregate	G	A		3*													
Conveyance Document	Record	G	M															
Copy Amended Exchange Agreement	Record	G	A		3*													
Copy Exchange Agreement	Record	G	A		3*													
Copy of Conveyance	Record	G	A		3*													
Copy of Deed(s)	Record	G	A		1,3	x	x					x						
Copy of Modification	Record	G	A		3*													
Copy of NORA	Record	G	A		3*													
Copy of Opening Order	Record	G	A		3*													
Copy of Preliminary NORA	Record	G	A		3*													
Cost Reimbursement Funds	Element	G	A		2,7		x	x				x						
Decision Record	Set	G	A		8						x							
Decision Record Recommendation	Flow	G	A		3*													
Dec Accept Titl Base	Record	G	A		3*													
Decision to Determination	Aggregate	G	M															
Decision to Establish	Aggregate	G	M															
Decision to Exchange	Aggregate	G	M															
Decision to Funding	Aggregate	G	M															
Decision to Modify Proposal	Record	G	A		3*													
Decision to PAC	Aggregate	G	M															
Decision to Prelim	Aggregate	G	M															
Decision to Recordation	Aggregate	G	A	x	1,5							x						
Decision to Reject	Record	G	A		3*													
Decision to Resource	Aggregate	G	M															
Decision to SMA	Aggregate	G	M															
Decision to Task	Aggregate	G	M															

LEGEND: (USER REQUIREMENT CATEGORIES)

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Deed of Conveyance	Record	G	M															
Determination to Decision	Aggregate	G	M															
Determination to Offered	Aggregate	G	M															
Determination to Public	Aggregate	G	M															
Determination to Selected	Aggregate	G	M															
Draft Amended Exchange Agreement	Record	G	M															
Draft Exchange Agreement	Record	G	M															
Draft NORA	Record	G	M															
Draft Preliminary NORA	Record	G	M															
Draft Warranty Deed	Record	G	M															
Draft Warranty Deed Opinion	Record	G	A		3*													
End Amd Prel Agr Pro	Record	G	M															
End Prel Agr Proceed	Record	G	M															
Environmental Assessment	Record	G	A		3*													
Environmental Assessment Review	Record	G	M															
Equalization Payment Earned	Record	G	A	x	2							x						
Establish New Land Use Plan	Record	G	A		3*													
Establish to Adjudication	Aggregate	G	M															
Establish to Decision	Aggregate	G	M															
Establish to Docket	Aggregate	G	A		5							x						
Establish to FMS	Aggregate	G	A	x	2							x						
Establish to Final	Aggregate	G	A	x	2							x						
Establish to Issue	Aggregate	G	A	x	2							x						
Establish to PAC	Aggregate	G	A	x	2							x						
Establish to Prelim	Aggregate	G	A	x	2			x				x						
Establish to Recordation	Aggregate	G	A	x	5							x						
Ex Agr Amd Recoma	Flow	G	M															
Exchange Agreement Concurrance	Flow	G	M															
Exchange Agreement Recommendation	Flow	G	M															
Exchange Agreement Signature	Element	G	M															
Ex Agr Sol Opn	Record	G	A		3*													
Exchange Proposal	Record	G	A		3*													

LEGEND: USER REQUIREMENT CATEGORIES

1. Case Transactions
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Exchange to Final	Aggregate	G	A		1,3							x						
Exchange to Mgt	Aggregate	G	A		1,3							x						
Exchange to PAC	Aggregate	G	A		1,3							x						
Exchange to Prelim	Aggregate	G	A		1,3							x						
Exchange to Preliminary	Aggregate	G	A		1,3							x						
FMS to Establish	Aggregate	G	A		1,3							x						
Field Inspection Tour Concurrence	Flow	G	A		1,3							x						
Fld Ins Tour Non Con	Flow	G	A		1,3							x						
Final Environmental Statement	Record	G	A		3*													
Final ES Review	Record	G	M															
Final Review Recommendation	Flow	G	A		3*													
Final Title Opinion	Record	G	A		3*													
Final to Establish	Aggregate	G	M															
Final to Exchange	Aggregate	G	M															
Final to FMS	Aggregate	G	A	x	1,2,3							x						
Final to Mgt	Aggregate	G	A		1,3							x						
Final to PAC	Aggregate	G	A		1,3							x						
Final to Prepare	Aggregate	G	A		1,3							x						
Final to SMA	Aggregate	G	A		1,2,3							x						
Final to Solicitor	Aggregate	G	A		1,3							x						
Funding Amendment Not Required	Flow	G	A		3*													
Funding Justification	Record	G	A		3*													
Funding Not Required	Flow	G	A		3*													
Funding Proposal Concurrence	Flow	G	M															
Funding Proposal Recommendations	Flow	G	M															
Funding to Decision	Aggregate	G	A		3*													
Funding to PAC/SMA	Aggregate	G	A		3*													
Gov't to Mgt	Aggregate	G	A		3*													
Government to Processing	Aggregate	G	A		3*													
Grazing Reduction/Increase	Flow	G	A	x	2,7												x	
Improvement Reimbursement Deposit	Element	G	A		2		x	x				x						
Intern to Prelim	Aggregate	G	A		3*													

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Issue Quit Claim Deed	Record	G	M															
Issue to Fed Pub	Aggregate	G	A		3*													
Land Use Analysis	Record	G	A		3*													
Land Use Analysis Recommendation	Flow	G	A		3*													
Land Use Restriction Information	Flow	G	A		8,10					x	x							
Letter Advising of Conveyance	Record	G	A		3*													
May Be In Public Interest	Flow	G	M															
Mgt to Accounting	Aggregate	G	A		1,2,3,9						x							
Mgt to Exchange	Aggregate	G	A		1,3,9						x							
Mgt to Final	Aggregate	G	A		1,3,9						x							
Mgt to Gov't	Aggregate	G	A		1,3,9						x							
Mgt to NORA	Aggregate	G	A		1,3,9						x							
Mgt to Others	Aggregate	G	A		1,3,9						x							
Mgt to PAC	Aggregate	G	A		1,3,9						x							
Mgt to Resource	Aggregate	G	A		1,3,9						x							
Mgt to SMA	Aggregate	G	A		1,3,9						x							
Mineral Information	Flow	G	A		5,12												x	
Mineral Report	Record	G	A		3*													
Modification	Record	G	A		3*													
NORA	Record	G	A		3*													
NORA Protest Recomm	Record	G	A		3*													
NORA Protest Sol Opinion	Record	G	A		3*													
Negot to PAC	Aggregate	G	A		1,2,3						x							
Negot to SMA	Aggregate	G	A		1,2,3						x							
Not in Public Interest	Flow	G	M															
Notice of Acceptance	Record	G	A		3*													
Notice of Appeal	Record	G	M															
Notice of Conveyance	Record	G	A		3*													
Not Cost Reim Funds	Flow	G	A		3*													
Notice of Non-Acceptance	Record	G	A		3*													
Notice of Proposal	Record	G	A		3*													
Not of Public Meeting	Record	G	A		3*													

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Notice of Transfer	Record	G	A		10											x		
Notice to Vacate	Record	G	A		3*													
Offered Resource Information	Flow	G	A		5												x	
Offered to Determination	Aggregate	G	A		3*													
Opening Order	Record	G	A		3*													
Others to Mgt	Aggregate	G	M															
PAC to Analysis	Aggregate	G	A		3*													
PAC to Decision	Aggregate	G	A		1,3							x						
PAC to Establish	Aggregate	G	A		1,3							x						
PAC to Exchange	Aggregate	G	A		1,2							x						
PAC to Final	Aggregate	G	A		1,3							x						
PAC to Mgt	Aggregate	G	A		1,3							x						
PAC to Negot	Aggregate	G	A		1,3							x						
PAC to Preliminary	Aggregate	G	A		1,3							x						
PAC to Processing	Aggregate	G	A		1,3							x						
PAC to Selected	Aggregate	G	A		1,3							x						
PAC/SMA to Funding	Aggregate	G	A		1,3							x						
PAC/SMA to Task	Aggregate	G	A		1,3							x						
Participation Concurrence	Record	G	A		3*													
Pat to Post	Aggregate	G	M															
Policy Title Insurance	Record	G	A		1,2							x						
Post to Establish	Aggregate	G	A		1,2,3							x						
Post to Pat	Aggregate	G	A		3*													
Prelim Res Agencies to Analysis	Aggregate	G	A		1,5,12							x					x	
Prelim Res Agencies to Selected	Aggregate	G	A		1,5,12							x					x	
Prelim to Decision	Aggregate	G	A		1,11							x			x			
Prelim to Exchange	Aggregate	G	A		1,3							x						
Prelim to Intern	Aggregate	G	A		1,3			x				x						
Preliminary Agreement to Proceed	Record	G	A		1,3							x						
Preliminary Exchange Proposal	Record	G	M															
Preliminary NORA	Record	G	A		3*													

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Preliminary NORA Comments	Flow	G	A		3*													
Prel Res Anal Fnd	Flow	G	A		3*													
Prel Res Val Am Sel	Record	G	A		9												x	
Pre Res al Amd Off	Record	G	A		9												x	
Prelim Res Valu Off	Record	G	A		9												x	
Prelim Res Val Sel	Record	G	A		9												x	
Preliminary Title Opinion	Record	G	A		3*													
Preliminary Title Report	Record	G	M															
Preliminary Values	Record	G	A		3*													
Preliminary to Exchange	Aggregate	G	A		1,3						x							
Preliminary to FMS	Aggregate	G	A	x	1,2,3						x							
Preliminary to PAC	Aggregate	G	A		1,3						x							
Preliminary to Resource	Aggregate	G	A		1,3			x			x							
Preliminary to Review	Aggregate	G	A		1,3,10						x			x				
Preliminary to SMA	Aggregate	G	A		1,2						x							
Preliminary to Solicitor	Aggregate	G	A		1,3						x							
Prepare to Fedoub	Aggregate	G	A		1,2						x							
Prepare to Records	Aggregate	G	M															
Processing to Government	Aggregate	G	A		3*													
Processing to PAC	Aggregate	G	A		3*													
Processing to Resource	Aggregate	G	A		3*													
Processing to SMA	Aggregate	G	A		3*													
Project Number	Element	G	A	x	1,2,7							x						
Proof of Improvement Payment	Record	G	M															
Proof of Tax Payment	Record	G	M															
Protest	Record	G	M															
Protest Opinion	Record	G	M															
Publication Payment	Store	G	A		2,3,8						x							
Recommend Task Share Proposal	Record	G	A		3*													
Recommendation Against Agreement	Flow	G	A		3*													
Recomm Not to Proceed/Serialized	Flow	G	A		3*													
Recomm Not to Proceed/Unserialized	Flow	G	A		3*													

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Recom Not to Pro w/a	Flow	G	A		3*													
Recom Amd Fund Proo	Record	G	M															
Recom Amend Task Sh	Record	G	M															
Recommended Funding Proposal	Record	G	M															
Req Issue Convevance	Flow	G	A		3*													
Req Issue Ooening Order	Flow	G	A		3*													
Req NORA Protest Review	Flow	G	A		3*													
Req NORA Protest Sol	Flow	G	A		3*													
Request Acknowledge Minerals to US	Flow	G	A		1,3							x						
Req Add Ct Rb Fds	Flow	G	A		1,3							x						
Req Amd Aoor Rot Rev	Flow	G	A		3*													
Req Amd Cat Excl	Flow	G	A		3*													
Request Amended Decision Record	Flow	G	A		3*													
Request Amended Deed of Convevance	Flow	G	A		1,3							x						
Request Amended Draft Warranty Deed	Flow	G	A		1,3							x						
Req Amd EA	Flow	G	A		3*													
Req Amd EA Review	Flow	G	A		1,3							x						
Req Amd Ex Agr Concr	Flow	G	A		1							x						
Req Am Ex Aor Rev	Flow	G	A		3*													
Req Amd Ex Aor Sig	Element	G	A		1,3							x						
Req Am Sgr Sol Op	Flow	G	A		3*													
Req Amd Final ES	Flow	G	A		3*													
Req Amd Final ES Rev	Flow	G	A		3*													
Request Amended Funding Analysis	Flow	G	A		3*													
Req Amd Fund Prop Co	Flow	G	A		1,3							x						
Request Amended Land Use Analysis	Flow	G	A		3*													
Request Aaended Mineral Report	Flow	G	A		3*													
Req Amd Rpt Rev	Flow	G	A		3*													
Req Amd Prel Tit Rpt	Flow	G	A		1,3			x				x						
Request Amended Preliminary Values	Flow	G	A		3*													
Request Amended Task Share Analysis	Flow	G	A		3*													
Req Amd Task Sh Conc	Flow	G	A		1,3							x						

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Req Amd Title Pl Ins	Flow	G	A		1,3			x				x						
Request Amended Warranty Deed	Flow	G	A		1,3			x				x						
Req Amd Prel Agr Pro	Flow	G	A		3*													
Request Appraisal Amendment	Record	G	A		3*													
Request Appraisal Information	Flow	G	A		1,3			x				x						
Request Appraisal Report	Record	G	A		3*													
Request Appraisal Report Review	Flow	G	A		3*													
Request Articles of Incorporation	Flow	G	A		1,3			x				x						
Request Business Certification	Flow	G	A		1,3			x				x						
Request Categorical Exclusion	Flow	G	A		3*													
Req Cert Non-Encum	Flow	G	A		1,3			x				x						
Request Certificate of Possession	Flow	G	A		1,3			x				x						
Request Citizenship Verification	Flow	G	A		1,3			x				x						
Req Con Ex Agr Amd	Flow	G	A		3*													
Request Decision Record Review	Flow	G	A		3*													
Request Deed of Conveyance	Flow	G	A		1,3			x				x						
Request Draft Warranty	Flow	G	A		1,3			x				x						
Request Draft Warranty Deed Opinion	Flow	G	A		3*													
Req End Amd Pre Ag Pr	Flow	G	A		1							x						
Req End Pre Agr Pro	Flow	G	A		1							x						
Request Environmental Assessment	Flow	G	A		3*													
Req EA Review	Flow	G	A		3*													
Request Equalization Payment	Flow	G	A		1,3			x				x						
Req Ex Agr Sol Op	Flow	G	A		3*													
Req Ex Agr Concur	Flow	G	A		1							x						
Request Exchange Agreement Review	Flow	G	A		3*													
Req Ex Agr Sign	Element	G	A		1							x						
Req Ex Prop Amd	Record	G	A		1,3			x				x						
Request Field Inspection Tour	Flow	G	A		1,3							x						
Req Final ES	Flow	G	A		3*													
Req Final ES Rev	Flow	G	A		3*													
Request Final Review	Flow	G	A		3*													

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Request Final Title Opinion	Flow	G	A		3*													
Request Funding Analysis	Flow	G	A		3*													
Request Funding Justification	Flow	G	A		1							x						
Req Fund Prop Concur	Flow	G	A		1,3							x						
Req Imp Rb Dep	Flow	G	A		1,3			x				x						
Request Land Use Analysis	Flow	G	A		3*													
Request Mineral Information	Flow	G	A		12												x	
Request Mineral Report	Flow	G	A		3*													
Request Mineral Report Review	Flow	G	A		3*													
Req Neg Amd Tas Sh P	Flow	G	A		1,3							x						
Req Neg Ex Agr	Flow	G	M															
Req Neg Ex Aor Amd	Flow	G	M															
Req Neg Task Sh Prop	Flow	G	A		1,3							x						
Req Off Res Info	Flow	G	A		1,3			x				x						
Request Policy Title Insurance	Flow	G	A		1,3			x				x						
Req Prel Amd Res Amd	Flow	G	A		3*													
Request Preliminary Analysis	Flow	G	A		3*													
Rq Pre Anl Amd Of Rs	Flow	G	A		3*													
Req Pre Anl Sel Res	Flow	G	A		3*													
Req Prel Anal Off Rs	Flow	G	A		3*													
Req Prel Anal Sel Rs	Flow	G	A		3*													
Request Preliminiary NORA Approval	Flow	G	A		3*													
Req Pre Res Anal	Flow	G	A		3*													
Request Preliminary Title Opinion	Flow	G	A		3*													
Request Preliminary Title Report	Flow	G	A		3*													
Request Preliminary Values	Flow	G	A		1,3			x				x						
Req Proof Impr Pay	Flow	G	A		1,3							x						
Request Proof of Tax Payment	Flow	G	A		1,3			x				x						
Request Protest Opinion	Flow	G	A		3*													
Request Publication Payment	Flow	G	A		1,3							x						
Req Rd Cash Equal Py	Flow	G	A		1,2,3			x				x						
Req Rd Ct Rd Fds	Flow	G	A		1,2,3			x										

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Req Rd Imp Rei Dep	Flow	G	A		1,2,3				x				x						
Request Refund Tax Deposit	Flow	G	A		1,2,3				x				x						
Request Reports	Flow	G	A		3*														
Req Res Eval Amd	Flow	G	A		3*														
Req Resp Cong Inquir	Flow	G	A		3*														
Request Review of Land Use Analysis	Flow	G	A		3*														
Request SMA Information	Flow	G	A		1,3								x						
Req Sel Res Info	Flow	G	A		1,3								x						
Req SN Recom Exis Us	Flow	G	A		3*														
Request Serial Number	Flow	G	A		1,3				x				x						
Request Task Share Analysis	Flow	G	A		3*														
Request Task Share Concurrence	Flow	G	A		3*														
Request Value Concurrence	Record	G	A		1,3		x		x				x		x			x	
Request Warranty Deed	Flow	G	A		1,3								x						
Request Zoning Restrictions	Flow	G	A		3*														
Req Con Ex Agr	Flow	G	A		3*														
Request to Deposit	Flow	G	A		1,3								x						
Req Est Ct Re Act	Flow	G	A		3*														
Req Neg Amd Fund Pro	Flow	G	A		1,3								x						
Req Neg Fund Prop	Flow	G	A		1,3								x						
Request to Participate	Flow	G	A		1								x						
Req Renog Fund Prop	Flow	G	M																
Req Reneg Task Sh Pr	Flow	G	M																
Request to Withdraw Proposal	Record	G	M																
Req Veri Qual	Flow	G	A		3*														
Resource Information	Set	G	A		12													x	
Resource to Decision	Aggregate	G	A		1,3							x							
Resource to Mgt	Aggregate	G	A		1,3							x							
Resource to Preliminary	Aggregate	G	A		1,3							x							
Response to Comments	Record	G	A		3*														
Resp Cong Inquiry	Record	G	A		3*														
Response to Protest	Record	G	A		1,3								x						

LEGEND: (USER REQUIREMENT CATEGORIES)

1. Case Transactions
2. Case Accounting Processing
3. Office Support
4. Legal Reference Control
5. Land Status Records Processing
6. Query Processing
7. System Chargeback
8. Document Reference
9. Management Information Processing
10. Information Transfer
11. Qualification Processing
12. Resource Information Processing
13. Acreage Control Processing
14. Inspection Data Processing

** ALMRS Data Areas are based on original objectives identified in the "ALMRS" Pamphlet Approved By the BLM Director.

* By-product of an automated process.

SECurity:
G - General
S - Sensitive

DETermination:
A - Automated Candidate
M - Manual

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DATA DICTIONARY ELEMENT				EVALUATION CRITERIA			ALMRS AUTOMATED DATA AREAS**											
DATA NAME	DATA TYPE	SEC	DET	INTERNAL SYSTEM	SATISFY USER REQUIREMENT		LAND DESC	OWN& STAT	SER& LOG	STIP	REGU REFR	DOC REFR	CASE ACTS	BOND	SURE	QUAL	MSTR NAME	RES DATA	GEO COOR
Review to Preliminary	Record	G	A		1,10								x			x			
Reviewed Amended Appraisal Report	Record	G	M																
Reviewed Appraisal Report	Record	G	M																
Reviewed Mineral Report	Record	G	M																
Revised Amended Mineral Report	Record	G	M																
SMA Information	Flow	G	M																
SMA to Analysis	Aggregate	G	M																
SMA to Decision	Aggregate	G	A		1,3								x						
SMA to Final	Aggregate	G	M																
SMA to Mgt	Aggregate	G	A		3*														
SMA to Negot	Aggregate	G	A		1,2,3								x						
SMA to Preliminary	Aggregate	G	A		1,2,3								x						
SMA to Processing	Aggregate	G	A		1,3								x						
SMA to Selected	Aggregate	G	A		1,3								x						
Selected Not Available	Flow	G	M																
Selected Resource Status	Set	G	A	x	5,12								x					x	
Selected to Determination	Aggregate	G	A		1,12								x					x	
Selected to PAC	Aggregate	G	M																
Selected to Prelim Res Agencies	Aggregate	G	M																
Selected to SMA	Aggregate	G	M																
Selected Resource Information	Flow	G	A		12													x	
Serialized R/W Case File	Record	G	M																
Solicitor to Final	Aggregate	G	A		3*														
Solicitor to Preliminary	Aggregate	G	A		3*														
Status Information	Set	G	A	x	1,10			x					x						
Suspense Actions	Flow	G	A	x	1,3								x						
Task Share Amendment Not Required	Flow	G	M																
Task Share Concurrence	Flow	G	M																
Task Share Not Required	Flow	G	M																
Task Share Proposal Recommendations	Flow	G	M																
Task to Decision	Aggregate	G	A		1,3,5								x						
Task to PAC/SMA	Aggregate	G	A		1,3								x						

LEGEND: (USER REQUIREMENT CATEGORIES)

1. Case Transactions
2. Case Accounting Processing
3. Office Support
4. Legal Reference Control
5. Land Status Records Processing
6. Query Processing
7. System Chargeback
8. Document Reference
9. Management Information Processing
10. Information Transfer
11. Qualification Processing
12. Resource Information Processing
13. Acreage Control Processing
14. Inspection Data Processing

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* By-product of an automated process.

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DATA DICTIONARY ELEMENT				EVALUATION CRITERIA		ALMRS AUTOMATED DATA AREAS**												
DATA NAME	DATA TYPE	SEC	DET	INTERNAL SYSTEM	SATISFY USER REQUIREMENT	LAND DESC	OWN&STAT	SER#LOG	STIP	REGU REFR	DOC REFR	CASE ACTS	BOND	SURE	QUAL	MSTR NAME	RES DATA	GEO COOR
Tax Deposit	Element	G	A		1,2,3			x				x						
Update Land Use Plan	Record	G	M															
Updates to Case Recordation/ORCA	Flow	G	A	x	1,5							x						
Value Concurrence	Record	G	M															
Value Non-Acceptance	Record	G	M															
Verification of Qualifications	Record	G	A		3*													
Warranty Deed	Record	G	M															
Zoning Restrictions	Flow	G	M															

LEGEND: (USER REQUIREMENT CATEGORIES)

1. Case Transactions
2. Case Accounting Processing
3. Office Support
4. Legal Reference Control
5. Land Status Records Processing
6. Query Processing
7. System Chargeback
8. Document Reference
9. Management Information Processing
10. Information Transfer
11. Qualification Processing
12. Resource Information Processing
13. Acreage Control Processing
14. Inspection Data Processing

SECurity:
G - General
S - Sensitive

DETermination:
A - Automated Candidate
M - Manual

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* By-product of an automated process.

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ALASKA
WITHDRAWAL

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DFD PROCESS PRIMITIVES				MISSION ELEMENTS														PROCESS EVALUATION MATRIX
				RECORDS					RESOURCES				TECHNICAL					
PROCESS IDENTIFIER	TITLE	DET	n/t	PRE	POST	SUPP	MAINT	INVEN	ANALY	MON/C	IMPLE	PLAN	INFO	ANALY	PROD	ADMIN		
1.1	Review & Coordination of WDL Relinquishm	M	0/5															
1.5	GSA Disposal	A	5/6	x														D-AK-1
2.1	1008 Withdrawal Status Review	A	5/5	x		x												D-AK-2
2.2	1008 Withdrawal Case Coordination	A	1/3	x														D-AK-3
2.3	1008 Withdrawal Execution	A	2/5	x														D-AK-4
3.1	Retained Withdrawal Disposition	A	2/3		x		x											D-AK-5
3.2	Withdrawal Reduction	A	2/4		x		x											D-AK-6
4.1	ANILCA 1410 Withdrawals	A	3/4	x		x												D-AK-7
4.2	Withdrawal Apln Decision Issuance	A	2/3	x		x												D-AK-8
																		D-AK-9

* Data Evaluation Matrix = IV

LEGEND:

A = Automated Process
M = Manual Process (cannot be automated)

n/t = Automation Factoring Summary:
"n" is the total number of true automated candidates
"t" is the total number of automated processes

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PROCESS SHEET: 1 OF 1

DFD PROCESS: Review & Coord of Wdl Relinquishment

PROCESS ID: 1.1

MATRIX D-AK-01 PROCESS EVALUATION (CANDIDATES)

CASE TYPE: Alaska Withdrawals

TOTAL AUTOMATED = 5

TRUE CANDIDATES = 0

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	7	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive CF and Relinquishment Request																							
1	1	M	Review Request																							
1	1	M	Analyze Request																							
1	1	M	Coordinate Request																							
2	1	A	Prepare Add'l Info from Holding Agency	2	2	1	1	2	2		1.67	G								x		x			3	Word Processing
2	2	M	Receive Add'l Info from Holding Agency																							
3	1	A	Prepare Resource Info from Resource Eval	4	4	2	2	1	2		2.50	S									x	x			3	Electronic Mail
4	1	M	Receive Resource Reports																							
5	1	M	Analyze All Pertinent Info																							
5	1	A	Prepare Recommendations & Findings	2	2	1	1	2	2		1.67	G								x		x			3	Word Processing
5	1	M	Send Relinq & Findings to GSA																							
6	1	M	Send Findings to Holding Agency																							
6	1	M	Send Request for Comments to Holding Agency																							
7	1	M	Receive GSA Findings on Lands Changed in Char																							
7	1	M	Send CF to GSA for Disposal if GSA Concurrs																							
8	1	M	Send CF to "Negot Corr Acts" if GSA No Concur																							
9	1	A	Prepare Relinq Docs if Agreement Reached	2	2	1	1	2	2		1.67	G								x		x			3	Word Processing
10	1	M	Negotiate if No Agreement or Unperfected Reli																							
11	1	M	Send Cpy of req to Conveyances if Cook Inlet																							
12	1	M	Receive CIRI Memo																							
12	1	A	Prepare PLO for State Selection Lands	2	2	1	1	2	2		1.67	G								x		x			3	Word Processing
12	2	M	Send Cpy of PLO to Conveyances																							

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: GSA Disposal
PROCESS ID: 1.5

MATRIX D-BK PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Alaska Withdrawals

TOTAL AUTOMATED = 6
TRUE CANDIDATES = 5

IPO SUB PARA	SENT	DET	PROCESS (CANDIDATES)	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	CAT	USER REQUIREMENTS
1	1	M	Receive CF and Findings																						
2	1	A	Prepare Notice to Hold Agncy to Rpt Unsuitbl	2	2	1	1	2	2	1.33	G								x		x			3	Word Processing
2	1	M	Send Notice to GSA																						
3	1	M	Send CF to Docket																						
4	1	A	Update Records	4	4	4	4	4	4	4.00	G	x	x	x		x	x	x				x		5	Plat Record Entry/Update
5	1	A	Update GALMRS	4	4	4	4	4	4	4.00	G	x	x	x		x	x	x	x		x			1	Case Information Update
6	1	M	Receive Quit Claim Deed from GSA																						
7	1	M	Retrieve CF from Docket																						
8	1	A	Check Current Land Status	4	4	4	4	4	4	4.00	G	x	x			x	x	x		x				6	Map/Plat Query
9	1	A	Update GALMRS with New Info	4	4	4	4	4	4	4.00	G	x	x	x		x	x	x	x		x			1	Case Information Update
10	1	A	Update Plats	4	4	4	4	4	4	4.00	G	x	x	x		x	x	x				x		5	Plat Record Entry/Update
11	1	M	Close CF if All Lands Conveyed by GSA																						
11	1	M	Send CF to Docket																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS ID: E.1

CASE TYPE: Alaska Withdrawals

TOTAL AUTOMATED = 5
TRUE CANDIDATES = 5

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	GU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Directive from W.O.																						
2	1	A	Serialize CF	4	4	4	4	4	4	4.00	S	x	x	x			x	x			x			1	Case Serialization
2	1	M	Receive CF from Docket																						
3	1	A	Retrieve Plat/HI for CF	4	4	4	4	4	4	4.00	G					x	x			x	x			5	Historical Index Generation
4	1	A	Retrieve Township Info from AALMRS	0	2	2	2	3	4	2.17	G	x		x			x	x		x	x			1	Case Information Query
5	1	A	Retrieve USGS Quads from AALMRS	4	4	4	4	4	4	4.00	G			x			x	x		x	x			5	Map/Plat Generation
6	1	M	Receive All PLOs from Fed Register																						
7	1	A	Identify All Open Land Areas Within Study	4	4	4	4	4	4	4.00	G	x	x			x	x	x		x				6	Map/Plat Query
8	1	M	Send CF to Next Process																						

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS SHEET: 1 of 1
FD PROCESS: 1008 Withdrawal Case Coordination
PROCESS ID: 2.2

MATRIX D-RX-C PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Alaska Withdrawals

TOTAL AUTOMATED = 3
TRUE CANDIDATES = 1

IPO SUB PARA#	SENT	DET	PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive CF from Previous Process																						
2	1	A	Receive Land Status Updates	4	4	4	4	4	4	4.00	G	x	x			x	x	x		x				6	Map/Plat Query
3	1	A	Prep Request to State for Selection possibil	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
3	1	M	Send Request to the State																						
5	1	M	Receive Comments/Protests from Public on RMP																						
5	2	M	Modify RMP from Protest if Necessary																						
5	2	M	Dismiss Protest if Necessary																						
6	1	M	Receive Appeal of Protest Dismissal																						
6	1	M	Send CF to Appeals if Appeal Rec'vd																						
6	1	M	Suspend Processing of Wdl if Appealed																						
7	1	M	Receive CF and Appeal Decision from IBLA																						
7	1	M	Incorporate Decision into RMP if Modification																						
8	1	A	Prepare Record of Decision (ROD)	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
8	1	M	Issue ROD																						
9	1	M	Send CF and ROD to Next Process																						

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: 1008 Withdrawal Execution
PROCESS ID: 2.3

MATRIX D-RA-05. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Alaska Withdrawals

TOTAL AUTOMATED = 5
TRUE CANDIDATES = 2

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive CF and ROD from Previous Process																						
2	1	A	Draft PLO	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
2	1	M	Send PLO and CF to Regional Solicitor																						
3	1	M	Receive CF and Legal Report from Solicitor																						
3	1	A	Modify PLO if Sol Identified Problems	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
4	1	A	Redraft PLO if Necessary	2	2	1	1	2	2	1.67	G								x		x				Word Processing
4	1	M	Send PLO & CF to BLM Director																						
5	1	M	Receive CF & Wdl Decision from Director																						
6	1	A	Update Records	4	4	4	4	4	4	4.00	G	x	x	x		x	x	x				x		5	Plat Record Entry/Update
7	1	A	Update AALMRS Township Data	4	4	4	4	4	4	4.00	G	x	x	x		x	x	x	x			x		1	Case Information Update
8	1	M	Send CF to Docket																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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TOTAL AUTOMATED = 3
TOTAL CANDIDATES = 2

IFO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Review Lands During Native Selection (ANCSA)																						
2	1	M	Receive 3(e) Determ & Conveyance from Conveyal																						
3	1	M	Receive 3(e) & Wdl CFs from Docket																						
4	1	A	Retrieve Plat/HI from Records	4	4	4	4	4	4	4.00	G	x	x	x		x	x	x			x			5	Historical Index Generation
5	1	A	Receive Case Recordation Info from ARLMRS	4	4	4	4	4	4	4.00	G	x	x	x		x	x	x		x				1	Case Information Query
6	1	M	Send CF to Next Process if there is Retained																						
6	1	M	Land w/ Existing Wdl/Wdl Apln																						
7	1	M	Obtain SMA Concur If Retained Land Has No																						
7	1	M	Wdl/Wdl Apln on It																						
7	2	A	Prepare SMA Letter for Concurrence	2	2	1	1	2	2	1.67	G								x		x		x	3	Word Processing
7	2	M	Send Letter to SMA																						
8	1	M	Receive SMA Response																						
8	1	M	Send CF to "Apln for WDL" if Not BLM/DOI																						
9	1	M	Send CF to "BLM/DOI WDL Pet" if BLM/DOI																						
10	1	M	Send CF to "WDL Relinq" if SMA Requests Rel																						
11	1	M	Close 3(e) CF																						
11	1	M	Send CF to Docket																						

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: Withdrawal Reduction
PROCESS ID: 3.2

MATRIX D-GK-07. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Alaska Withdrawals

TOTAL AUTOMATED = 4
TRUE CANDIDATES = 2

IPO SUB PARA#	SENT	DET	PROCESS (CANDIDATES)	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Wdl & 3(e) Case Files																						
1		A	Prepare Notification of Reduction Letter	2	2	1	1	2	2	1.67	G								x		x	x		3	Word Processing
1		M	Send Lettr to SMA if Hldings Modified by 3(e)																						
2		A	Prepare Notification of Entire Conveyance	2	2	1	1	2	2	1.67	G								x		x	x		3	Word Processing
2		M	Send Letter to SMA																						
2		M	Receive PLO 6590 Notice																						
3		M	Send 3(e) CF to Records																						
3		A	Update Land Status	4	4	4	4	4	4	4.00	G	x	x	x		x	x	x				x		5	Plat Record Entry Update
3		A	Update ALLMRS	4	4	4	4	4	4	4.00	G	x	x	x		x	x	x	x			x		1	Case Information Update
4		M	Receive CF from Records																						
4		M	Send 3(e) CF to Docket for Closing/Storage																						
5		M	Send Wdl CF to Docket for Closing/Storage																						

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DPD PROCESS: ANILCA 1410 Withdrawals
PROCESS ID: 4.1

MATRIX D-R/ PROCESS EVALUATION (CANDIDATES)
CA E: Alaska Withdrawals

TOTAL AUTOMATED = 4
TRUE CANDIDATES = 3

IPO SUB PGRA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	7	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive uncer Selected Village Wdl Request																							
2	1	A	Serialize New CF	4	4	4	4	4	4		4.00	S	x		x			x	x				x		1	Case Serialization
3	1	M	Receive Sec 1410 from ANILCA 1980																							
4	1	A	Retrieve Plats/HIs from Records	4	4	4	4	4	4		4.00	G					x	x			x		x		5	Historical Index Generation
5	1	A	Receive Township Data from AALMRS	4	4	4	4	4	4		4.00	G	x		x		x	x	x		x				1	Case Information Query
6	1	M	Request Reports from Resource Evaluation																							
7	1	M	Receive Reports from Resource Evaluation																							
8	1	A	Draft PLO and Transmittal Memos	2	2	1	1	2	2		1.67	G								x			x		3	Word Processing
9	1	M	Send CF, PLO, & Memos to BLM Director																							

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Changeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS ID: 4.2

MATRIX D-GK-09 PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Alaska Withdrawals

TOTAL AUTOMATED = 3
TRUE CANDIDATES = 2

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive CF & Decision from BLM Dir & Conveyan																						
2	1	A	Prepare Approval/Rejection of PLO to Conveyan	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
2	1	M	Send Notice to Conveyances																						
3	1	A	Update Land Status Data	4	4	4	4	4	4	4.00	G	x	x	x		x	x	x	x		x	x		5	Plat Record Entry/Update
4	1	A	Update Township Data on AALMRS	4	4	4	4	4	4	4.00	G	x	x	x		x	x	x				x		1	Case Information Update
5	1	M	Send CF to Docket																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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MATRIX " DFD PROCESS PRIMITIVES (SUMMARY)
TYPE: WITHDRAWALS

DFD PROCESS PRIMITIVES				MISSION ELEMENTS													PROCESS EVALUATION MATRIX
				RECORDS				RESOURCES				TECHNICAL					
PROCESS IDENTIFIER	TITLE	DET	n/t	PRE	POST	SUPP	MAINT	INVENT	ANALYZ	MON/CDI	IMPLEM	PLAN	INFO	ANALYZ	PROD	ADMIN	
1.1.2.1.2.1.1.1	Review and Coordination of Wdl Appln	A	2/5	X													D-1
1.1.2.1.2.1.2.1	DOI Petition Review	A	2/5	X													D-2
1.1.2.1.2.1.2.2	DOI Petition Disapproval Process	M	0/0														D-3
1.1.2.1.2.1.2.3	DOI Petition Approval Process	M	0/3														D-4
1.1.2.1.2.1.3.1	BLM Petition Review	A	2/3	X													D-5
1.1.2.1.2.1.3.2	BLM Petition Disapproval Process	M	0/1														D-6
1.1.2.1.2.1.3.3	BLM Petition Approval Process	M	0/2														D-7
1.1.2.1.2.1.4.1	Evaluation of Proposed Wdl Impacts	A	1/3	X													D-8
1.1.2.1.2.1.4.2	Negotiations for Conditions of Wdl	M	0/1														D-9
1.1.2.1.2.1.4.3	Preparation of Final Documents	M	0/3														D-10
1.1.2.1.2.1.4.4	Wdl Application Decision Issuance	A	2/4	X													D-11
1.1.2.1.2.2.1.1	Review and Coordn. of Wdl Revocation Req	M	0/3														D-12
1.1.2.1.2.2.2.1	Review and Coordn. of Wdl Relinquishment	M	0/2														D-13
1.1.2.1.2.2.2.2	Negotiations for Corrective Actions	M	0/1														D-14
1.1.2.1.2.2.2.3	Preparation of Wdl Relinquishment	M	0/2														D-15
1.1.2.1.2.2.2.4	Final Coordination of Relinquishment	A	3/4		X												D-16
1.1.2.1.2.2.3.1.1	Review for Wdl Expiration	A	3/4		X												D-17
1.1.2.1.2.2.3.2.1	Review and Coordn. of Wdl Extension	M	0/3														D-18
1.1.2.1.2.2.3.2.2	Negotiations for Wdl Extension	M	0/2														D-19
1.1.2.1.2.2.3.2.3	Preparation of Wdl Extension Documents	M	0/3														D-20
1.1.2.1.2.2.3.2.4	Decision Issuance of Wdl Extension	A	3/3		X												D-21
1.1.2.1.2.2.3.3.1	Case Suspension	M	0/0														D-22
1.1.2.1.2.2.3.3.2	Expiration of Withdrawal	A	5/6		X												D-23
1.1.2.1.2.2.3.4.1	Withdrawal Schedule Review	A	1/1		X												D-24
1.1.2.1.2.2.3.5.1	Review & Coordn. for Wdl Rejustification	M	0/2														D-25
1.1.2.1.2.2.3.5.2	Negotiation for Wdl Continuance	M	0/0														D-26
1.1.2.1.2.2.3.5.3	Preparation for Wdl Continuation	M	0/0														D-27
1.1.2.1.2.2.3.5.4	Preparation for Wdl Termination	M	0/3														D-28
1.1.2.1.2.2.3.5.5	Decision Issuance of Wdl Continuation	A	3/3		X												D-29
1.1.2.1.2.2.3.6.1	Departmental Withdrawal Review	A	1/1		X												D-30
1.1.2.1.2.3.1	Record Notation of FERC Wdl	A	4/4	X													D-31
1.1.2.1.2.3.2	Record Notation of Congressional Wdl	A	4/4	X													D-32
1.1.2.1.2.3.3	Record Notation of Wdl Discontinuance	A	3/3		X												D-33

LEGEND:

A = Automated Process
M = Manual Process (cannot be automated)

n/t = Automation Factoring Summary:
"n" is the total number of true automated candidates
"t" is the total number of automated processes

* Data Evaluation Matrix = IV

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PROCESS SHEET: 1 OF 1
DFD PROCESS: Review and Coordination of Wdl Application
PROCESS ID: 1.1.2.1.2.1.1.1

MATRIX D-01. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: WITHDRAWALS

TOTAL AUTOMATED = 5
TRUE CANDIDATES = 2

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive application from non-DOI agency																						
1	1	M	Check appln for completeness & adequacy																						
2	1	A	Assign serial number from Docket	4	4	4	4	4	4	4.00	G		X			X	X	X	X	X	X	X	X	1	Case Serialization
2	1	A	Prepare Request for More Info	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
2	1	M	Establish CF																						
3	1	M	If more info needed, send request to applnt.																						
4	1	M	Applicant sends the addl info																						
4	1	A	Prepare Notice for Federal Register	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
4	2	M	Publish notice in Federal Register																						
5	1	A	Prepare Resource Info Request	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
5	1	M	Send resource info req. to DO or SMA																						
6	1	M	DO or SMA returns a resource report																						
7	1	A	Update Case Recordation/ORCA/ARLMRS Systems	4	4	4	4	4	4	4.00	G		X			X	X	X	X			X		1	Case Information Update
8	1	M	Xmit CF to the Wdl Application Procedure																						

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: 001 Petition Review
PROCESS ID: 1.1.2.1.2.1.2.1

MATRIX D-02 ESS EVALUATION (CANDIDATES)
CASE WITHDRAWALS

TOTAL AUTOMATED = 5
TRUE CANDIDATES = 2

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Acknowledge receipt of petition																						
1	1	M	Review petition, check for problems																						
2	1	A	Prepare Request for Additional Info	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
3	1	M	Request more info from petitioner if necc.																						
4	1	M	Petitioner returns addl info																						
4	1	A	Assign serial no. from Docket	4	4	4	4	4	4	4.00	G		X			X	X	X	X		X			1	Case Serialization
5	1	M	Establish CF																						
5	1	A	Prepare Request for Preliminary Min. Rpt.	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
6	1	M	Xmit req for Prelim.Min.Rept & CF, to DMR																						
6	1	M	CF is returned w completed Prelim.Min.Rept.																						
7	1	A	Advise Case Recordation Sys of petition	4	4	4	4	4	4	4.00	G		X			X	X	X	X		X		X	1	Case Information Update
7	1	M	Update CF																						
7	1	A	Prepare formal transmittal memo to BLM Dir	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
7	1	M	Send Petn Docts & State Dir's recomms to Dir																						

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: DOI Petition of Disapproval Process
PROCESS ID: 1.1.2.1.2.1.2.2

MATRIX D-3 PROCESS EVALUATION (CANDIDATES)
CASE TYPE: WITHDRAWALS

TOTAL AUTOMATED = 0
TRUE CANDIDATES = 0

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Disapproved Petition from Sec. of Int																						
1	3	M	Dir. sends memo & petition to SO																						
1	4	M	SO completes DOI petition disapproval process																						
2	1	M	DOI Petitioner is sent notification of disapp																						
3	1	M	Close case file																						
3	2	M	Send CF to Docket for retention																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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MFD PROCESS: DOI Petition Approval Process
PROCESS ID: 1.1.2.1.2.1.2.3

MATRIX D-04 [illegible]S EVALUATION (CANDIDATES)
CASE TYPE: WITHDRAWALS

TOTAL AUTOMATED = 3
TRUE CANDIDATES = 0

IPO SUB PARA#	SENT	DET	PROCESS (CANDIDATES)	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Secty. approves petition																						
1	2	M	Return petition to BLM Director																						
1	3	M	Dir. sends memo to SO to complete apprl proc																						
2	1	A	Prepare Notification of Approval	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
2	2	M	Notification of approval sent to petitioner																						
3	1	M	Addl info may be supplied by petitioner																						
3	2	M	Resource info req sent to DO																						
4	1	M	Resource rept returned, included in CF																						
4	2	M	Petr. submits recomms for Wdl conditions																						
4	3	M	Determine Wdl conditions																						
5	1	A	Prepare Decision	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
6	1	M	Return decision to petitioner																						
6	1	A	Prepare Wdl Appln Notice for Federal Register	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
6	1	M	Wdl appln notice sent to Fedl Register																						
6	1	M	Transmit CF to Wdl Appln Procedure																						

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: BLM Petition Review
PROCESS ID: 1.1.2.1.2.1.3.1

MATRIX D-05 PROCESS EVALUATION (CANDIDATES)
CASE TYPE: WITHPROGRAMS

TOTAL AUTOMATED = 3
TRUE CANDIDATES = 2

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	BLM resource planning office submits petition																						
1	1		for review																						
1	2	A	Assign Serial # from Docket	4	4	4	4	4	4	4.00	G		X			X	X	X	X		X			1	Case Serialization
1	3	M	Establish Case File																						
2	1	M	Review CF & all reports for adequacy																						
2	2	A	If more info reqd, prepare request	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
3	1	M	If more info reqd, send req to Res Plan Off																						
3	2	M	Resource info returned from Res Plan Off																						
4	1	M	CF prepared for submission																						
4	1	M	CF transmitted to Secty, thru BLM Dir																						
4	1	A	Updates Case Recordation/ORCA/AALMRS Systems	4	4	4	4	4	4	4.00	G	X	X	X		X	X	X	X		X			1	Case Information Update

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: BLM Petition Disapproval Process
PROCESS ID: 1.1.2.1.2.1.3.2

MATRIX D-06: [illegible]S EVALUATION (CANDIDATES)
CASE 7[illegible] WITHDRAWALS

TOTAL AUTOMATED = 1
TRUE CANDIDATES = 0

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Secty disapproves petition																						
1	2	M	Return documents to BLM Director																						
1	2	M	Return decision to BLM Director																						
2	1	A	Prepare Notification of Petition Disapproval	2	2	1	1	2	2	1.67	6								X		X			3	Word Processing
3	1	M	Send pet'r official notification of disapprov																						
3	1	M	Close CF, send to Docket for retention																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: BLM Petition Approval Process
PROCESS ID: 1.1.2.1.2.1.3.3

MATRIX D-07. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: WITHDRAWALS

TOTAL AUTOMATED = 2
TRUE CANDIDATES = 0

IPO SUB PARA	SENT	DET	PROCESS (CANDIDATES)	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Secty approves petition																						
1	2	M	Return petition & docts to BLM Director																						
1	3	M	Dir sends petition & docts to SO																						
2	1	A	Prepare Notification of Petition Approval	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
3	1	M	Send notification of approval to petitioner																						
4	1	A	Prepare Federal Register Notice	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
4	1	M	Wdl appln notice sent to Federal Register																						
4	1	M	Transmit CF to Wdl Application Procedure																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: Evaluation of Proposed Wdl Impacts
PROCESS ID: 1.1.2.1.2.1.4.1

MATRIX D-08. [illegible]S EVALUATION (CANDIDATES)
CASE T[illegible] WITHDRAWALS

TOTAL AUTOMATED = 3
TRUE CANDIDATES = 1

IPO SUB PARA#	SENT	DET	PROCESS (CANDIDATES)	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Wdl appln CF recvd from another process																						
2	1	A	Prepare Notice of Wdl Application	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
2	1	M	Notices of Wdl appln sent out																						
2	2	M	Comments & feedback accepted for evaluation																						
3	1	A	Land status updates provided to PLSRS	3	3	2	2	3	3	2.67	G	X		X			X	X	X			X		1	Case Information Update
4	1	M	Concurrence or nonconcurrence made for appln																						
5	1	M	If concurr, preparation of final documents																						
6	1	A	Prepare Fed Reg Notice for Amended Appln	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
7	1	M	If amendments to appln, notice in Fedl Reg																						
8	1	M	Wdl updates sent to Wdl Inventory Sys																						
8	1	M	If nonconcurr, proceed w negotiations																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: Negotiations for Conditions of Wdl
PROCESS ID: 1.1.2.1.2.1.4.2

MATRIX D-09. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: WITHDRAWALS

TOTAL AUTOMATED = 1
TRUE CANDIDATES = 0

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	PRIORITY 2	PRIORITY 3	PRIORITY 4	PRIORITY 5	PRIORITY 6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS: EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION: CAT	USER REQUIREMENTS
1	1	M	Receive CF from "Eval of Proposed Wdl Impacts"																						
2	1	M	BLM & Applicant Negotiate on Conditions																						
2	2	M	Amend Application if Necessary																						
3	1	M	Send Revised Appln to "Prep of Final Doc"																						
4	1	A	Prepare Fed Reg Notice of Amended Apln	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
4	2	M	Publish Fed Register Notice																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: Preparation of Final Documents
PROCESS ID: 1.1.2.1.2.1.4.3

MATRIX D-10. [illegible]SS EVALUATION (CANDIDATES)
CASE T[illegible]ITHDRAWALS

TOTAL AUTOMATED = 3
TRUE CANDIDATES = 0

IPO SUB PARA	SENT	DET	PROCESS (CANDIDATES)	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	CF recvd from impact evaln or negotiations																						
2	1	A	Prepare Draft PLO & transmittal memo	2	2	1	1	2	2	1.66	G								X			X		3	Word Processing
2	2	M	Submit above & CF to Regional Solicitor																						
3	1	M	Regional Solicitor reviews the documents																						
3	2	A	Regional Solicitor Prepares Legal Report	2	2	1	1	2	2	1.66	G								X			X		3	Word Processing
4	1	M	Regional Solicitor returns a legal report																						
4	2	A	Prepare Final Docs & Trans Memos	2	2	1	1	2	2	1.66	G								X			X		3	Word Processing
4	2	M	Final docts & trans memos sent to BLM Dir																						
4	2	M	BLM Director makes decision																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: Wdl Application Decision Issuance
PROCESS ID: 1.1.2.1.2.1.4.4

MATRIX D-11. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: WITHDRAWALS

TOTAL AUTOMATED = 4
TRUE CANDIDATES = 2

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION: CAT	USER REQUIREMENTS
1	1	M	Dir reviews final docts for Wdl application																						
1	1	M	If complete, submits them to the Secretary																						
2	1	A	If Secty denies appln, prepare notice for Fed	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
3	1	A	If Secty approves Wdl appn, Dir prepares PLO for Wdl to be publ'd in Fedl Reg	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
3	2	M	If Secty denies Wdl appln, publ notice in Fedl Reg immediately																						
4	1	M	Secty's decision sent by Dir to complete decision issuance processes																						
5	1	M	Decision is sent to applicant																						
6	1	A	Wdl appln updates sent to CR/ORCA/RALMRS	4	4	4	4	4	4	4.00	G		X			X	X	X	X		X		X	1	Case Information Update
6	1	A	Wdl appln updates sent to Wdl Inven Sys	4	4	4	4	4	4	4.00	G		X			X	X	X	X		X		X	1	Case Information Update
6	1	M	Close CF																						
7	1	M	Send CF to Docket for retention																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: Review and Coordination of Wdl Revocation Reques
PROCESS ID: 1.1.2.1.2.2.1.1

MATRIX D-12. S EVALUATION (CANDIDATES)
CASE TY THDRAWALS

TOTAL AUTOMATED = 3
TRUE CANDIDATES = 0

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive a petition to terminate a Wdl																						
1	2	A	Prepare the petition	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
1	3	M	Review petition & appropriate other info																						
2	1	M	Request addl info from petitioner																						
3	1	M	Obtain CF from Docket																						
3	2	M	Collect addl info needed to complete review																						
3	3	A	Prepare Memo to Holding Agency	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
4	1	M	Notify holding agency: petn has been submit'd																						
4	2	M	Holding agency responds w decision on relinq.																						
5	1	A	Prepare Memo to Land Law Reviewer	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
6	1	M	Land law rev'wr sends memo to petitioner																						
6	1	M	If agency rejects petition, CF sent to Docket																						
6	1	M	If agency relinq's, process termin of Wdl																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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BPD PROCESS: Review and Coordination of Wdl Relinquishment
PROCESS ID: 1.1.2.1.2.2.2.1

MATRIX D-13. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: WITHDRAWALS

TOTAL AUTOMATED = 2
TRUE CANDIDATES = 0

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Wdl Relinq. from Other Processes																						
1	1	M	Review relinquishment or request																						
2	1	M	Request addl info from holding agency																						
2	2	M	Receive addl info from holding agency																						
3	1	A	Prepare Notification for Waterpower Wdls	2	2	1	1	2	2	1.67	6								X		X			3	Word Processing
3	2	M	Notify FERC & State Govern. for waterpower Wdl																						
3	3	M	Notify Federal agencies that overlap																						
4	1	M	Analyze comments received																						
4	2	M	Continue resource analysis phase																						
5	1	M	Request resource info for the CF																						
5	2	M	Add the resource report to CF																						
6	1	M	Send notif'n & recoms's to GSA																						
7	1	M	Send findings & recoms to holding agency																						
8	1	A	If agreemt reached, prep Wdl relinq'mt docts	2	2	1	1	2	2	1.67	6								X		X			3	Word Processing
9	1	M	If agreemt not reached, enter negotiations																						

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: Negotiations for Corrective Actions
PROCESS ID: 1.1.2.1.2.2.2.2

MATRIX D-14. EVALUATION (CANDIDATES)
CASE TYPE: PROGRAMS

TOTAL AUTOMATED = 1
TRUE CANDIDATES = 0

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	PRIORITY 2	PRIORITY 3	PRIORITY 4	PRIORITY 5	PRIORITY 6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS: EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION: CAT	USER REQUIREMENTS
1	1	M	Receive CF & Findings from "Review & Coordin"																						
1	2	M	Analyze CF & findings for problems																						
1	1	A	Prep & send request for corrective action	2	2	1	1	2	2	1.66	G								X		X			3	Word Processing
1	2	M	Holding agency responds w corrective actions																						
1	3	M	Send CF of Resoluation to Next Process																						
1	3	M	Continue negotiations till resolution reached																						
1	3	M	Begin prep of relinquishment																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: Preparation of Wdl Relinquishment
PROCESS ID: 1.1.2.1.2.2.2.3

MATRIX D-15. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: WITHDRAWALS

TOTAL AUTOMATED = 2
TRUE CANDIDATES = 0

IPO SUB PARA	SENT	SET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Transmit CF for prep of Wdl docts																						
2	1	M	Transmit CF for preparation of WDL docum.																						
3	1	A	Create draft PLO to DOI Regl Solicitor	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
3	2	M	Send draft PLO to DOI Regl Solicitor																						
3	3	M	Regl Solr decides if actions & PLO are legal																						
4	1	M	Transmit final docts to BLM Dir for appoval																						
5	1	A	Prepare Notice of Approved Relinq.	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
5	1	M	Publish approved relinquishmt PLO in Fedl Regl																						
5	1	M	BLM Dir returns PLO & docts to SO																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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FED PROCESS: Final Coordination of Relinquishment
PROCESS ID: 1.1.2.1.2.2.2.4

MATRIX D-16. [illegible]G EVALUATION (CANDIDATES)
CASE TY[illegible] WITHDRAWALS

TOTAL AUTOMATED = 4
TRUE CANDIDATES = 3

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	A	BLM Dir Xmits Wdl PLO & documents	2	2	1	2	2		1.67	G								X		X			3	Word Processing
2	1	A	Send updates to Wdl Inventory Sys	4	4	3	3	4	4	3.67	G		X			X	X	X	X			X		1	Case Information Update
2	1	A	Send updates to Case Recordation/ORCA/AALMRS	4	4	4	4	4	4	4.00	G		X			X	X	X	X			X		1	Case Information Update
2	1	A	Send updates to Public Land Status Recs Sys	4	4	3	3	4	4	3.67	G		X			X	X	X	X			X		1	Case Information Update
3	1	M	Send PLO for Wdl relinqst to holding agency																						
4	1	M	Close CF																						
4	1	M	Return CF to Docket for retention																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: Review for Wdl Expiration
PROCESS ID: 1.1.2.1.2.2.3.1.1

MATRIX D-17. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: WITHDRAWALS

TOTAL AUTOMATED = 4
TRUE CANDIDATES = 3

IPO PARA#	SUB SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	A	Receive Review Date Reminder from System	4	4	3	3	4	4	3.67	G	X	X				X	X		X	X			1	Case Action Notation
1	1	M	FLFMA requires review near end of wdl term																						
2	1	A	Receive Wdl info from Case Recordation Sys	4	4	4	4	4	3	3.83	G		X			X	X	X		X			X	1	Case Information Generation
3	1	A	Recv Wdl inventory report from Wdl Inven Sys	4	4	4	4	4	3	3.83	G		X			X	X	X		X			X	1	Case Information Generation
4	1	M	Send CF from Docket																						
5	1	A	Prepare Notice of WDL Expiration	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
5	1	M	Send notification to holding agency																						
6	1	M	Request Wdl Review Report																						
6	1	M	Determine to proceed w rejustification																						
7	1	M	If no extn, Xsit CF for Wdl exiprn proc'ng																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS SHEET: 1 of 1
DFD PROCESS: Review and Coordination of Wdl Extension
PROCESS ID: 1.1.2.1.2.2.3.2.1

MATRIX D-18. [illegible]ESS EVALUATION (CANDIDATES)
CASE TYPE: WITHDRAWALS

TOTAL AUTOMATED = 3
TRUE CANDIDATES = 0

IPO SUB PARA	SENT	DET	PROCESS (CANDIDATES)	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive CF & WDL Review Rpt from "Review"																						
1	1	M	Review extension appln for completeness																						
2	1	A	Prepare Request for addl info from holding ag	2	2	1	1	2	2	1.66	G								X		X			3	Word Processing
3	1	M	Notify St. Govr. if water power Wdl																						
3	1	M	Notify other Fedl agencies w overlapping Wdls																						
3	1	M	Notify the public																						
4	1	M	Analyze & consider comments received																						
4	2	M	Continue w resource analysis phase																						
5	1	M	Request resource info for the CF																						
5	2	M	Add the resource report to the CF																						
6	1	A	Prepare Notice of Wdl extn for Fedl Reg.	2	2	1	1	2	2	1.66	G								X		X			3	Word Processing
6	1	M	Publish proposed Wdl extn in Fedl Register																						
7	1	M	Send findings & recomns to holding agency																						
7	1	M	Request comments from the holding agency																						
8	1	M	Receive Comments from holding agency																						
8	1	A	If agreemt reached, proceed w prep of docts	2	2	1	1	2	2	1.66	G								X		X			3	Word Processing
9	1	M	If no agreemt, enter into negotiations																						

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS ID: 1.1.2.1.2.2.3.2.2

MATRIX D-19. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: WITHDRAWALS

TOTAL AUTOMATED = 2
TRUE CANDIDATES = 0

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS: EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION: CAT	USER REQUIREMENTS
1	1	M	Receive CF & Findings from Previous Process																						
1	1	M	Analyze Wdl Extn CF & findings																						
1	2	A	Adjudicator prepares a stat of position	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
1	2	M	Adjudicator sends stat to holding agency																						
1	3	M	Holding agency returns its own stat																						
2	1	M	Continue nego'ns till resolution reached																						
2	1	A	Begin prep'n of extn docts	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
3	1	M	If no resolution agreed, send position docts																						
			to BLM Dir																						
4	1	M	BLM Dir reviews docts																						
4	1	M	If BLM Dir affirms adjudicator, he issues																						
			an extn denial																						
4	1	M	If extn denial, publish it in Fedl Reg																						
4	1	M	If BLM Dir overturns adjudicator, forward																						
			the decision																						
5	1	M	If denial, send extn decision on for issuance																						

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: Preparation of Wdl Extension Documents
PROCESS ID: 1.1.2.1.2.2.3.2.3

MATRIX 3-20. [illegible]S EVALUATION (CANDIDATES)
CASE TYPE: WITHDRAWAL

TOTAL AUTOMATED = 3
TSUE CANDIDATES = 0

IPO SUB PARA	SENT	DET	PROCESS (CANDIDATES)	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive CF from Previous 2 Processes																						
1	1	M	If agreemt w holding agency, Xmit CF																						
2	1	M	If negotiatns/resolutn, Xmit CF & resolutn																						
3	1	M	Receive Override Decision																						
3	1	M	If Dir overrides adj'r, Xmit decision																						
3	2	M	If Dir overrides adj'r, notify holding agency																						
4	1	A	Create draft PLO	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
4	1	M	Send PLO & CF to DOI Regional Solicitor																						
4	2	M	Solictor determines if actions & PLO legal																						
5	1	M	Xmit final docts to BLM Dir for approval																						
6	1	A	Prepare Notice of Approved Extension	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
6	1	M	Publish approved extn PLO in Fedl Reg																						
7	1	A	Prepare Denied Extension Notice	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
7	1	M	Publish denied extn notice in Fedl Reg																						
8	1	M	Dir retns extn decision to SO																						
8	1	M	SO issues Wdl extension																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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MATRIX D-21. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: WITHDRAWALS

TOTAL AUTOMATED = 3
TRUE CANDIDATES = 3

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Dir Xmits Wdl extn decision for notif'ns																						
2	1	A	Update sent to Withdrawal Inventory Sys	4	4	4	4	4	4	4.00	G		X	X		X	X	X	X			X		1	Case Information Update
2	1	A	Update sent to Case Recordation	4	4	4	4	4	4	4.00	G		X	X		X	X	X	X			X		1	Case Information Update
2	1	A	Update sent to Public Land Status Recs Sys	4	4	4	4	4	4	4.00	G		X	X		X	X	X	X			X		1	Case Information Update
3	1	M	Send notif'n of decision to holding agency																						
4	1	M	If decision=yes, return CF to Docket																						
5	1	M	If decision=no, Xmit CF to Wdl expir'n proc.																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS SHEET: 1 of 1
BPD PROCESS: Case Suspension
PROCESS ID: 1.1.2.1.2.2.3.3.1

MATRIX D-22. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: WITHDRAWALS

TOTAL AUTOMATED = 0
TRUE CANDIDATES = 0

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Case File																						
1	1	M	Retain CF in a Future Action Suspension File																						
2	1	M	On expirn date, Xmit CF to Wdl exiprn proc's																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS SHEET: 1 of 1
DFD PROCESS: Expiration of Withdrawal
PROCESS ID: 1.1.2.1.2.2.3.3.2

MATRIX D-23. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: WITHDRAWALS

TOTAL AUTOMATED = 6
TRUE CANDIDATES = 5

IPO SUB PARA	SEQ	CET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	A	Get report of expired Wdls	4	4	3	3	4	4	3.67	G		X			X	X	X		X	X			1	Case Action Notation
1	2	M	Receive CF from Future Action File																						
2	1	A	Prepare notice of Wdl expirn in Fedl Reg	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
3	1	M	Notify holding agency (w a copy of notice)																						
3	1	A	Update land records	4	4	4	4	4	4	4.00	G		X			X	X	X	X			X		1	Case Information Update
3	1	A	Update Case Recordation/ORCA/AALMRS	4	4	4	4	4	4	4.00	G		X			X	X	X	X			X		1	Case Information Update
3	1	A	Update Wdl inventory	4	4	4	4	4	4	4.00	G		X			X	X	X	X			X		1	Case Information Update
4	1	M	Send CF to Docket for 2 yrs (case closure)																						
4	1	A	Update Action Suspense File for 2 yr Notice	4	4	4	4	4	4	4.00	G		X			X	X	X	X			X		1	Case Information Update

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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BPD PROCESS: Withdrawal Schedule Review
PROCESS ID: 1.1.2.1.2.2.3.4.1

MATRIX D-24. [illegible]S EVALUATION (CANDIDATES)
CASE TYPE: WITHDRAWALS

TOTAL AUTOMATED = 1
TRUE CANDIDATES = 1

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	BE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	A	Develop inventory of all existing Wdls	3	3	2	2	3	4	2.83	G		X			X	X			X	X			1	Case Action Notation
2	1	M	Establish schedule for reviewing Wdls																						
3	1	M	Notify holding agency of sched'd Wdls																						
3	1	M	Request Wdl Review Report																						
4	1	M	Receive CFs for Wdls from Docket																						
5	1	M	Review response from Holding Agency																						
5	1	M	Proceed w Wdl relinq'st or rejustif'n																						

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- BE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

DFD PROCESS: Review and Coordination for Wdl Rejustification
PROCESS ID: 1.1.2.1.2.2.3.5.1

MATRIX D-25. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: WITHDRAWALS

TOTAL AUTOMATED = 2
TRUE CANDIDATES = 0

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS: EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION: CAT	USER REQUIREMENTS
1	1	M	Receive CF & Wdl Review Report																						
1	1	M	Analyze & review rejustif'n for adequacy																						
1	2	M	Notify holding agency if more info needed																						
2	1	M	Review addl info																						
2	1	A	Prepare notice for publication	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
2	1	M	Notify Fedl agencies of proposed continua'tn																						
2	1	M	Notify State govts of proposed continuation																						
2	1	M	Notify Local govts of proposed continuation																						
2	1	M	Notify the public of proposed continuation																						
3	1	A	Acknowledge receipt of comments	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
3	2	M	Consider comments & make evaluations																						
3	3	M	Request resource information																						
4	1	M	Review resource info package																						
4	2	M	Notify holding agency of findings, recomms																						
4	3	M	Request stat of concurrence/non-concurrence																						
5	1	M	Examine comments for concurrence/nonconcurr.																						
6	1	M	If concurrence, Xmit CF for prep for contin'n																						
7		M	If non-concurr, send CF, findings to nego's																						

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS SHEET: 1 of 1
DFD PROCESS: Negotiation for Wdl Continuance
PROCESS ID: 1.1.2.1.2.2.3.5.2

MATRIX D-26.[illegible]ESS EVALUATION (CANDIDATES)
CASE TYPE: WITHDRAWALS

TOTAL AUTOMATED = 0
TRUE CANDIDATES = 0

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive CF & Findings from Previous Process																						
1	1	M	If disagreeent w holding agency, use nego's																						
2	1	M	ELM & holding agency exchange, consider posns																						
3	1	M	Continue nego's till agreeat reached																						
3	1	M	If continuation agreed, CF preps for Wdl cont																						
3	2	M	If terminatn agreed, CF preps for Wdl term'n																						
3	3	M	If disagreeat, use preparation for Wdl term'n																						
3	3	M	If disagreeat, include issue doc:non-concur.																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS SHEET: 1 of 1
DFD PROCESS: Preparation for Wdl Continuation
PROCESS ID: 1.1.2.1.2.2.3.5.3

MATRIX D-27. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: WITHDRAWALS

TOTAL AUTOMATED = 0
TRUE CANDIDATES = 0

IPO SUB PARAN	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive CF from review or from nego's																						
2	1	M	Prepare draft PLO for Wdl continuation																						
2	2	M	Submit docts & CF to Regional Solicitor																						
3	1	M	Regional Solicitor reviews documents																						
3	1	M	R.S. returns CF w concurr. or non-concurr.																						
4	1	M	Send final docts to Dir for approval																						
5	1	M	Dir decides terminate/continue the Wdl																						
5	2	M	Process moves to prep for Wdl termin'n or																						
			issuance of decision of Wdl continuation																						
5	3	M	If continuation, publ PLO in Fedl Register																						
6	1	M	If Secty decides to not continue Wdl, Dir																						
			retns file to SO for prepn of docts to																						
			terminate the Wdl																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS SHEET: 1 of 1
CFO PROCESS: Preparation for Wdl Termination
PROCESS ID: 1.1.2.1.2.2.3.5.4

MATRIX D-2B: PROCESS EVALUATION (CANDIDATES)
CASE TYPE: WITHDRAWALS

TOTAL AUTOMATED = 3
TRUE CANDIDATES = 0

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive CF and Documents																						
2	1	M	Prepn for termn of wdl is initiated																						
3	1	A	Prepare Letter to holding agency: dcs to term	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
3	1	A	Prepare draft PLO and CF	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
4	1	M	Forward draft PLO & CF to Regl Solicitor																						
4	1	M	Solicitor approves & returns PLO																						
4	2	A	Prepare a memo for the Secty and Dir	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
5	1	M	Send PLO, 2 memos & CF to Dir for subm to Sec																						
5	2	M	Secty approves the decision																						
6	1	M	Dir sends PLO to be published in Fedl Reg																						
6	1	M	PLO and final docts sent for decisn issuance																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS SHEET: 1 of 1
DFD PROCESS: Decision Issuance of Wdl Continuation
PROCESS ID: 1.1.2.1.2.2.3.5.5

MATRIX D-29. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: WITHDRAWALS

TOTAL AUTOMATED = 3
TRUE CANDIDATES = 3

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive PLO for termination or continuation																						
1	1	M	Read PLO, check for errors																						
1	1	M	Notify holding agency of decision																						
2	1	A	Send updates to land records	4	4	4	4	4	4	4.00	G		X			X	X	X	X		X	X		1	Case Information Update
2	1	A	Send updates to Case Recordation/ORCA/AALMRS	4	4	4	4	4	4	4.00	G		X			X	X	X	X		X	X		1	Case Information Update
2	1	A	Send updates to Wdl inventory	4	4	4	4	4	4	4.00	G		X			X	X	X	X		X	X		1	Case Information Update
3	1	M	Close CF																						
3	1	M	Return CF to Docket																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS ID: 1.1.2.1.1.2.3.6.1

MATRIX D-30. PROCESS EVALUATION (CANDIDATES)
CASE [illegible] ITADRAWALS

TOTAL AUTOMATED = 1
TRUE CANDIDATES = 1

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Wdls must be reviewed, re DM 603																						
2	1	A	Review Schedule - Prompts Action	3	3	3	3	3	3	3.00	G		X			X	X	X		X			X	1	Case Action Notation
2	1	M	Wdls are reviewed as part of ongoing program																						
3	1	M	Notify holding ag. of Wdls sch'd for review																						
3	1	M	Request Wdl Review Report																						
4	1	M	Receive CFs for Wdls from Docket																						
5	1	M	Review response from holding agency																						
5	1	M	Proceed w Wdl relinq'mt or rejustification																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS SHEET: 1 of 1
DFD PROCESS: Record Notation of FERC Wdl
PROCESS ID: 1.1.2.1.2.3.1

MATRIX D-31. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: WITHDRAWALS

TOTAL AUTOMATED = 4
TRUE CANDIDATES = 4

IFO PARA	SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1		1	M	Applicant makes appn for a FERC Wdl																						
2		1	M	FERC sends notice that a Wdl has been made																						
2		2	M	Screen the notice & appln—sufficient data?																						
2		3	M	Request more info from FERC if necessary																						
3		1	M	Request more info from applicant if neccessar																						
4		1	M	Send docts to Docket to have CF returned																						
5		1	A	Serialize Case File if Necessary	4	4	4	4	4	4	4.00	G		X			X	X	X	X		X				1	Case Serialization
5		1	A	Send updates to CR/ORCA/AALMRS systems	4	4	4	4	4	4	4.00	G		X			X	X	X	X		X		X	X	1	Case Information Update
5		1	A	Send updates to Wdl inventory	4	4	4	4	4	4	4.00	G		X			X	X	X	X		X		X	X	1	Case Information Update
6		1	A	Send updates to land status records	4	4	4	4	4	4	4.00	G		X			X	X	X	X		X		X	X	1	Case Information Update
6		1	M	Return CF to Docket for retention																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS SHEET: 1 of 1
DFD PROCESS: Record Notation of Congressional Wdl
PROCESS ID: 1.1.2.1.2.3.2

MATRIX D-32. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: WITHDRAWALS

TOTAL AUTOMATED = 4
TRUE CANDIDATES = 4

IFO SUB PARA	SENT	DET	PROCESS (CANDIDATES)	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Congressional Directive																						
1	2	M	If more info needed, ask SMA																						
2	1	M	Docket establishes new CF																						
3	1	A	Assign Serial Number if Necessary	4	4	4	4	4	4	4.00	G		X			X	X	X	X					1	Case Serialization
3	1	A	Update Case Recordation/DRCA/AALMRS	4	4	4	4	4	4	4.00	G		X			X	X	X	X		X	X		1	Case Information Update
3	1	A	Update Wdl inventory	4	4	4	4	4	4	4.00	G		X			X	X	X	X		X	X		1	Case Information Update
4	1	A	Update land status records	4	4	4	4	4	4	4.00	G		X			X	X	X	X		X	X		1	Case Information Update
4	1	M	Return CF to Docket for retention																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: Record Notation of Wdl Discontinuance
PROCESS ID: 1.1.2.1.2.3.3

MATRIX D-33. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: WITHDRAWALS

TOTAL AUTOMATED = 3
TRUE CANDIDATES = 3

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive notice of Wdl discontinuance																						
2	1	M	Retrieve CF from Docket																						
3	1	A	Update Case Recordation/ORCA/AALMRS	4	4	4	4	4	4	4.00	G		X			X	X	X	X	X	X	X		1	Case Information Update
3	1	A	Update Wdl inventory	4	4	4	4	4	4	4.00	G		X			X	X	X	X	X	X	X		1	Case Information Update
3	1	A	Update land status records system	4	4	4	4	4	4	4.00	G		X			X	X	X	X	X	X	X		1	Case Information Update
4	1	M	Return CF to Docket for archival retention																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DATA DICTIONARY ELEMENT			EVALUATION CRITERIA			ALMRS AUTOMATED DATA AREAS **													
DATA NAME	DATA TYPE	SEC	DET	INTERNAL SYSTEM	SATISFY USER REQUIREMENT	LAND DESC	OWN&STAT	USER&LOG	STIP	REGU REFR	DOC REFR	CASE ACTS	BOND	SURE	QUAL	MSTR NAME	RES DATA	GEO COOR
Additional Information	Data Flow	G	A		3*													
BLM Petition	Data File	G	A		3*													
BLM Petition Documents	Data File	G	M															
Case File (wdl)	Data File	S	A		1,3			X				X						
Case Updates	Data Flow	G	A		1							X						
Comments	Data Flow	G	A		3*													
Congressional Directive	Data Flow	G	M															
Corrective Action	Data Flow	G	M															
DOI Petition	Data File	G	M															
DOI Petition Documents	Data File	G	A		3*													
Decision on Wdl Application	Record	G	A		3*													
Decision on Wdl Case	Data Flow	G	M															
Descision on Wdl Petition Record	Record	G	M															
Decision on Wdl Extension	Record	G	M															
Decision on Wdl Revocation	Record	G	M															
Determination of Wdl Conditions	Record	G	A		3*													
Draft PLO for Wdl Continuation	Record	G	A		3*													
Draft PLO for Wdl Extension	Record	G	A		3*													
Draft PLO for Wdl Relinquishment	Record	G	A		3*													
Draft PLO for Wdl Termination	Record	G	A		3*													
Draft PLO for Withdrawl	Record	G	A		3*													
Executed Wdl Relinquishment	Record	G	A		3*													
FERC Wdl Notice	Data Flow	G	A		3*													
FLPMA 204 (f)	Data Flow	G	M															
FLPMA 204 (i)	Data Flow	G	M															
Federal Register	Data Store	G	M															
Federal Register Notice	Data Flow	G	A		3*													
Final Documents for Wdl Application	Data Flow	G	A		3*													
Final Docs for Wdl Continuation	Data Flow	G	A		3*													
Final Documents for Wdl Extension	Data Flow	G	A		3*													
Final Docs for Wdl Relinquishment	Data Flow	G	A		3*													
Final Documents for Wdl Termination	Data Flow	G	A		3*													

LEGEND: [USER REQUIREMENT CATEGORIES]

1. Case Transactions
2. Case Accounting Processing
3. Office Support
4. Legal Reference Control
5. Land Status Records Processing
6. Query Processing
7. System Chargeback
8. Document Reference
9. Management Information Processing
10. Information Transfer
11. Qualification Processing
12. Resource Information Processing
13. Acreage Control Processing
14. Inspection Data Processing

** ALMRS Data Areas are based on original objectives identified in the "ALMRS" Pamphlet Approved By the BLM Director.

* By-product of an automated process.

SECurity:
G - General
S - Sensitive

DETermination:
A - Automated Candidate
M - Manual

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DATA DICTIONARY ELEMENT				EVALUATION CRITERIA		** ALMRS AUTOMATED DATA AREAS												
DATA NAME	DATA TYPE	SEC	DET	INTERNAL SYSTEM	SATISFY USER REQUIREMENT	LAND DESC	OWN STAT	USER LOG	STIP	REGU REFR	DOC REFR	CASE ACTS	BOND	SURE	QUAL	MSTR NAME	RES DATA	GED COOR
Findings	Record	G	M															
Future Action File	Data Store	G	M															
Issue Document	Record	G	M															
Land Status Updates	Data Flow	S	A		1	X	X					X						
Legal Report	Record	G	A		3*													
Notice of Proposed Wdl Continuation	Record	G	M															
Notice of Proposed Wdl Extension	Record	G	M															
Notice of Wdl Application	Record	G	A		3*													
Notice of Wdl Application Update	Record	G	M															
Notice of Wdl Expiration	Record	G	A		3*													
Notice of Wdl Extension Denial	Record	G	A		3*													
Notice of Wdl Revocation	Record	G	A		3*													
Notiftn of Dcsn on Wdl Continuation	Record	G	A		3*													
Notiftn of Dcsn on Wdl Extension	Record	G	A		3*													
Notiftn of Decision on Wdl Petition	Record	G	M															
Notification of Override Decision	Record	G	M															
Notification of Petition Approval	Record	G	A		3*													
Notiftn of Petition Disapproval	Record	G	A		3*													
Notification of Wdl Relinquisment	Record	G	A		3*													
Notification of Wdl Revocation	Record	G	A		3*													
Notification of Wdl Review	Record	G	A		1							X						
Notification of Wdl Termination	Record	G	A															
Override Decision	Record	G	M															
PLO for Wdl Continuation	Record	G	M															
PLO for Wdl Extension	Record	G	M															
PLO for Wdl Reliquishment	Record	G	A		3*													
PLO for Wdl Termination	Record	G	A		3*													
PLO for Withdrawl	Record	G	M															
Petition Approval	Record	G	M															
Petition Disapproval	Record	G	M															
Petition for Wdl Revocation	Record	G	A		3*													
Position	Data Flow	G	A		3*													

LEGEND: [USER REQUIREMENT CATEGORIES]

1. Case Transactions
2. Case Accounting Processing
3. Office Support
4. Legal Reference Control
5. Land Status Records Processing
6. Query Processing
7. System Chargeback
8. Document Reference
9. Management Information Processing
10. Information Transfer
11. Qualification Processing
12. Resource Information Processing
13. Acreage Control Processing
14. Inspection Data Processing

** ALMRS Data Areas are based on original objectives identified in the "ALMRS" Pamphlet Approved By the BLM Director.

* by-product of an automated process.

SECurity:
- G - General
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DETermination:
- A - Automated Candidate
- M - Manual

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DATA DICTIONARY ELEMENT				EVALUATION CRITERIA			ALMRS AUTOMATED DATA AREAS **												
DATA NAME	DATA TYPE	SEC	DET	INTERNAL SYSTEM	SATISFY USER REQUIREMENT	LAND DESC	OWN&STAT	SER&LOG	STIP	REGU REFR	DOC REFR	CASE ACTS	BOND	SURE	QUAL	MSTR NAME	RES DATA	GED COOR
Position Documents	Data Flow	G	A		3*													
Preliminary Mineral Report	Record	G	M															
Public Laws	Data Store	G	M															
Recomendations	Record	G	A		1							X						
Request for additional Information	Record	G	A		3*													
Request for Corrective Action	Record	G	M															
Request for preliminary Mineral Rpt	Record	G	A		3*													
Request for Resource Information	Data File	G	M															
Request for Wdl Relinquishment	Record	G	A		3*													
Resolution	Data Flow	G	M															
Resource Reports	Data Set	G	A		1				X			X						
Response to Petition	Record Set	G	M														X	
Revised Withdrawl Application	Record	G	A		1	X						X						
Serial Number	Data Element	G	A		1			X				X						
Withdrawl Application	Record	G	A		1	X						X						
Withdrawl Documents	Data Flow	G	A		3*													
Withdrawl Information	Data Flow	G	A		1	X		X										
Withdrawl Inventory Report	Data Set	G	A	X	1							X						
Withdrawl Inventory System	System	G	A	X	1							X						
Withdrawl Petition Documents	Data Flow	G	M															
Withdrawl Petition Memorandum	Record	G	M															
Withdrawl Review Report	Record	G	A		1							X						
Withdrawl Review Schedule	Data Set	G	M															
Withdrawl Termination Decision	Record	G	M															
Withdrawl Updates	Record	G	M															

LEGEND: [USER REQUIREMENT CATEGORIES]

1. Case Transactions
2. Case Accounting Processing
3. Office Support
4. Legal Reference Control
5. Land Status Records Processing
6. Query Processing
7. System Chargeback
8. Document Reference
9. Management Information Processing
10. Information Transfer
11. Qualification Processing
12. Resource Information Processing
13. Acreage Control Processing
14. Inspection Data Processing

** ALMRS Data Areas are based on original objectives identified in the "ALMRS" Pamphlet Approved By the BLM Director.

* by-product of an automated process.

SECurity:
G - General
S - Sensitive

DETermination:
A - Automated Candidate
M - Manual

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LAND
CLASSIFICATION

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MATRIX OF DFD PROCESS PRIMITIVES (SUMMARY)
E[illegible]E: Land Classification

DFD PROCESS PRIMITIVES				MISSION ELEMENTS													PROCESS EVALUATION MATRIX
				RECORDS				RESOURCES				TECHNICAL					
PROCESS IDENTIFIER	TITLE	DET	n/t	PRE	POST	SUPP	MAINT	INVEN	ANALY	MON/C	IMPLE	PLAN	INFO	ANALY	PROD	ADMIN	
1.1.2.1.1.1	Resource Analysis	A	2/3	x													E-1
1.1.2.1.1.2	Protest Period	A	2/3	x													E-2

LEGEND:

A = Automated Process
M = Manual Process (cannot be automated)

n/t = Automation Factoring Summary:
"n" is the total number of true automated candidates
"t" is the total number of automated processes

* Data Evaluation Matrix = V

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PROCESS ID: 1.1.2.1.1.1

MATRIX E-1. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Land Classification .

TOTAL AUTOMATED = 3
TRUE CANDIDATES = 2

IPO SUB PARAM	SENT	DET	PROCESS	CANDIDATES: PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Rec CF from Case Types Requiring Classif																						
1	1	M	Review CF Information																						
1	2	A	Prepare Proposed Class. Decision	2	2	1	1	2	2	1.67	6								x		x			3	Word Processing
1	2	M	Send Decision to Applcnt & Interested Parties																						
1	2	A	Update Case Recordation	4	4	4	4	4	4	4.00	6	x		x		x	x	x	x			x		1	Case Information Update
1	2	A	Update Records	4	4	4	4	4	4	4.00	6	x		x		x	x	x	x			x		1	Case Information Update
2	1	M	Receive Protest Comments																						
2	1	M	Send CF to "Protest Period"																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS ID: 1.1.2.1.1.2

MATRIX E-2. PROCESS EVALUATION (CANDIDATES)
CASE Land Classification

TOTAL AUTOMATED = 3
TRUE CANDIDATES = 2

IPO SUB PARA	SEN	DET	PROCESS (CANDIDATES)	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive CF from "Resource Analysis"																						
1	1	M	Review & Analyze CF																						
1	1	A	Prepare Initial Decision	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
1	1	M	Send Decision to App & Interested Parties																						
2	1	M	Receive Comments																						
3	1	M	Receive Protests																						
3	2	M	Receive Final Decision from Sec of Interior																						
3	2	A	Update Case Recordation	4	4	4	4	4	4	4.00	G	x		x		x	x	x	x			x		1	Case Information Update
3	2	A	Update Records	4	4	4	4	4	4	4.00	G	x		x		x	x	x	x			x		5	Case Records Entry/Update
3	2	M	Return CF to Case Type for Processing																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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MATRIX V - DATA EVALUATION (CANDIDATES)

CASE TYPE: LAND CLASSIFICATION

DATA DICTIONARY ELEMENT		EVALUATION CRITERIA				ALMRS AUTOMATED DATA AREAS**												
DATA NAME	DATA TYPE	SEC	DET	INTERNAL SYSTEM	SATISFY USER REQUIREMENT	LAND DESC	OWN STAT	SER LOG	ST IP	REQ REFR	DOC REFR	CASE ACTS	BOND	SURE	QUAL	INSTR NAME	RIES DATA	GED CODR
Case File	File	G	A		1							x						
Comments	Flow	G	M															
Final Decision	Aggregate	G	A		1,3							x						
Initial Decision	Aggregate	G	A		1,3							x						
Laws	Set	G	A		4					x								
Proposed Decision	Aggregate	G	A		1,3							x						
Protest	Flow	G	M															
Resource Reports	Record	G	A		1						x	x						

LEGEND: (USER REQUIREMENT CATAGORIES)

1. Case Transactions
2. Case Accounting Processing
3. Office Support
4. Legal Reference Control
5. Land Status Records Processing
6. Query Processing
7. System Chargeback
8. Document Reference
9. Management Information Processing
10. Information Transfer
11. Qualification Processing
12. Resource Information Processing
13. Acreage Control Processing
14. Inspection Data Processing

** ALMRS Data Areas are based on original objectives identified in the "ALMRS" Pamphlet Approved By the BLM Director.

* By-product of an automated process.

SECurity:
G - General
S - Sensitive

DETermination:
A - Automated Candidate
M - Manual

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OCCUPANCY AND USE

FOR OFFICIAL USE ONLY

MATRIX [illegible] PROCESS PRIMITIVES (SUMMARY)
CA[illegible]YPE: Occupancy and Use

DFD PROCESS PRIMITIVES				MISSION ELEMENTS													PROCESS EVALUATION MATRIX
				RECORDS				RESOURCES				TECHNICAL					
PROCESS IDENTIFIER	TITLE	DET	n/t	PRE	POST	SUPP	MAINT	INVEN	ANALY	MON/C	IMPLE	PLAN	INFO	ANALY	PROD	ADMIN	
1.1.2.2.4.1.1.1	Preliminary Adjudication	A	8/9	x													F-1
1.1.2.2.4.1.1.2	Economic Feasibility Evaluation	A	5/6	x													F-2
1.1.2.2.4.1.1.3	Resource Evaluation	A	1/2	x													F-3
1.1.2.2.4.1.1.4	Protest Review	A	2/4	x													F-4
1.1.2.2.4.1.1.5	Execution of Entry Allowance	A	3/5	x													F-5
1.1.2.2.4.1.1.6	Relinquishment of Application	A	3/4	x													F-6
1.1.2.2.4.1.2.1	Justification Review for Extension	A	2/3	x													F-7
1.1.2.2.4.1.2.2	Determination of Assignment	A	2/3	x													F-8
1.1.2.2.4.1.2.3	Annual Proof Review	A	5/6	x													F-9
1.1.2.2.4.1.3.1	Notification of Final Proof	A	2/5	x													F-10
1.1.2.2.4.1.3.2	Final Proof Taking	A	1/2	x													F-11
1.1.2.2.4.1.3.3	Contest of Hearing	M	0/3														F-12
1.1.2.2.4.1.3.4	Court Hearing Process	A	3/3	x													F-13
1.1.2.2.4.1.3.5	Patent Issuance Via Desert Land Entry	A	3/3	x		x											F-14
1.1.2.2.4.2.1.1	Allotment Application Review	A	3/4	x													F-15
1.1.2.2.4.2.1.2	Resource Evaluation	M	0/0														F-16
1.1.2.2.4.2.1.3	Allotment Application Denial	A	2/3	x													F-17
1.1.2.2.4.2.1.4	Preparation for Allotment	A	2/3	x													F-18
1.1.2.2.4.2.1.5	Settlement Verification	M	0/1														F-19
1.1.2.2.4.2.1.6	Trust Patent Issuance	A	3/3	x													F-20
1.1.2.2.4.2.2.1	Fee Patent Record Notation	A	6/7	x		x											F-21
1.1.2.2.4.3.3.1	COT Review for Acceptability	A	3/5	x													F-22
1.1.2.2.4.3.1.2	Report Evaluation	M	0/1														F-23
1.1.2.2.4.3.1.3	COT Application Denial Process	A	1/2	x													F-24
1.1.2.2.4.3.1.4	Review and Approval of COT Application	A	1/2	x													F-25
1.1.2.2.4.3.1.5	Patent Issuance via COT	A	3/3	x		x											F-26
1.1.2.2.4.3.2.1	Land Status Verification	A	4/5	x													F-27
1.1.2.2.4.3.2.2	Field Investigation	M	0/1														F-28
1.1.2.2.4.3.2.3	Authorized Use Confirmation	M	0/1														F-29
1.1.2.2.4.3.2.4	Occupancy Resolution	A	1/3	x													F-30
1.1.2.2.4.3.2.5	Occupancy Termination Action	A	2/2	x													F-31

LEGEND:

A = Automated Process
M = Manual Process (cannot be automated)

n/t = Automation Factoring Summary:
"n" is the total number of true automated candidates
"t" is the total number of automated processes

* Data Evaluation Matrix = VI

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MATRIX F-1. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Occupancy and Use

TOTAL AUTOMATED = 9
TRUE CANDIDATES = 8

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS: EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION: CAT	USER REQUIREMENTS
1	1	M	Receive DLE Apln, Deposit, & Apln Fee																						
1	1	A	Serialize Case File	4	4	4	4	4	4	4.00	G		x				x	x	x		x			1	Case Serialization
1	3	M	Time/Date Stamp Documents																						
1	4	A	Update CR/ORCA/AALMRS	4	4	4	4	4	4	4.00	G	x	x	x		x	x	x	x		x			1	Case Information Update
1	4	M	Send Serial Register Page to Docket																						
2	1	A	Set Up Bi-Weekly Progress Reports	4	3	4	3	4	3	3.50	G	x					x				x			1	Case Activity Generation
3	1	M	Review Apln for Completeness																						
3	2	M	If Deficient, Contact Applicant for Add'l Inf																						
4	1	M	Receive Add'l Info from Applicant																						
5	1	A	Verify Records	4	4	4	4	4	4	4.00	G		x	x		x				x	x			6	Land Use/Plat Query
5	1	A	Verify Land Status	4	4	4	4	4	4	4.00	G		x	x		x				x	x			6	Land Use/Plat Query
5	1	A	Verify Land Description Mathematically	4	4	4	4	4	4	4.00	G					x		x	x		x		x	5	Legal Description Interpreter
5	2	A	Prepare Rejection Decision	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
5	2	M	Send Rejection Decision to Applicant																						
5	3	A	Prepare Acctg Advice	4	4	4	4	4	4	4.00	G			x		x	x	x	x					2	Accounting Form Preparation
5	3	M	Send Acctg Advice to FMS for Applcnt Refunds																						
6	1	M	Send CF to Close Case File if Rejected																						
6	1	A	Update CR/ORCA/Document	4	4	4	4	4	4	4.00	G		x			x	x	x			x	x		1	Case Information Update
6	1	M	Send CF to "Econ Feasability Evaluation"																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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LMD PROCESS: Economic Feasibility Evaluation
PROCESS ID: 1.1.2.2.4.1.1.2

MATRIX F-2. PR[illegible]VALUATION (CANDIDATES)
CASE T[illegible]ccupancy and Use

TOTAL AUTOMATED = 6
TRUE CANDIDATES = 5

IPO SUB PARA	SENT	DET	PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive CF from "Prelim Adjudication"																						
1	2	M	Perform Field Inspection																						
1	3	M	Evaluate Development Plan Proposal																						
1	4	A	Verifies Use with Planning Documents	2	2	3	3	4	4	3.00	G		x			x	x			x			x	12	Strategic Activities Planning
2	1	A	Generate Computer Econ Eval thru Modeling	4	4	4	4	4	4	4.00	G		x			x	x				x		x	1	Cost/Benefit Analysis
3	1	A	Develop Econ Feasibility of Development	3	2	4	3	3	3	3.00	G		x			x	x			x	x		x	12	Resource Information Generation
3	2	A	Prepare Rejection Decision	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
3	2	M	Send Decision to Applicant																						
3	3	M	Close Case File																						
3	4	A	Update CR/ORCA	4	4	4	4	4	4	4.00	G	x	x			x	x	x			x	x		1	Case Information Update
3	4	A	Update Records	4	4	4	4	4	4	4.00	G	x	x	x		x	x	x			x	x		5	Plat Records Entry/Update
3	4	M	Send Case File to Docket																						
4	1	M	If Econ Feas, Send CF to Resource Evaluation																						
5	1	M	Receive Relinquishment Request																						
6	1	M	Send CF to "Relinquishment of Apln"																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: Resource Evaluation
PROCESS ID: 1.1.2.2.4.1.1.3

MATRIX F-3. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Occupancy and Use

TOTAL AUTOMATED = 2
TRUE CANDIDATES = 1

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	PRIORITY 2	PRIORITY 3	PRIORITY 4	PRIORITY 5	PRIORITY 6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS: EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION: CAT	USER REQUIREMENTS
1	1	M	Receive CF from Previous Process																						
1	1	M	Send CF to Resource Eval (Global)																						
1	1	M	Receive Reports from Resource Eval																						
2	1	A	Prepare Proposed Classification Decision	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
2	1	M	Send Dec to Applicant & Interested Parties																						
2	1	A	30 Day Limit for Protests/Comments	4	4	4	4	4	4	4.00	G		x				x	x		x			x	1	Future Action Suspense
3	1	M	Receive Protests/Comments																						
3	2	M	Send Info to "Protest Review"																						
4	1	M	Receive Relinquishment Request																						
4	1	M	Send Request to "Relinquishment Apln"																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS: Protest Review
ID: 1.1.2.2.4.1.1.4

MATRIX F-4. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Occupancy and Use

TOTAL AUTOMATED = 4
TRUE CANDIDATES = 2

IPO PARA	SUB SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Rec CF from "Resource Eval"1.1.2.2.4.1.1.3																						
1	1	A	Prepare Final Initial Decision of Land Class	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
1	1	M	Send Decision to Applcnt & Interested Parties																						
2	1	M	Receive Protests to Sec of Interior																						
2	2	M	Send CF to Sec of Interior																						
3	1	M	Receive CF & Final Decision from Secretary																						
3	2	A	Prepare Rejection Decision	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
3	2	M	Send Decision to Applicant																						
3	2	M	Close Out Case																						
3	3	A	Update CR/ORCA	4	4	4	4	4	4	4.00	G	x	x	x		x	x	x						1	Case Information Update
3	3	A	Update Records	4	4	4	4	4	4	4.00	G	x	x	x		x	x							5	Plat Record Entry/Update
3	3	M	Send Case File to Docket																						
3	3	M	Send CF to "Execution of Entry Allowance"																						
4	1	M	Receive Relinquishment Request																						
4	1	M	Send CF to "Relinquishment Apln"																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: Execution of Entry Allowance
PROCESS ID: 1.1.2.2.4.1.1.5

MATRIX F-5. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Occupancy and Use

TOTAL AUTOMATED = 5
TRUE CANDIDATES = 3

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	PRIORITY 2	PRIORITY 3	PRIORITY 4	PRIORITY 5	PRIORITY 6	PRIORITY 7	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive CF from Previous Process																							
1	1	M	Review CF for Accuracy																							
2	1	A	Prepare Req Evidence of Water Rights Letter	2	2	1	1	2	2		1.67	G								x		x			3	Word Processing
2	1	M	Send Letter to Applicant																							
3	1	M	Receive Water Permit from State Water Dept																							
3	1	A	Verify Correct Land Description	4	4	4	4	4	4		4.00	G	x	x			x	x	x				x		6	Map/Plat Query
3	1	M	Verify Other Permit Data																							
4	1	M	Conduct Legal Review																							
5	1	A	Prepare Notice of Allowance	2	2	1	1	2	2		1.67	G								x		x			3	Word Processing
5	1	M	Send Notice to Applicant																							
6	1	A	Update Records	4	4	4	4	4	4		4.00	G	x	x	x		x	x					x		5	Plat Record Entry/Update
6	1	A	Update CR/ORCA	4	4	4	4	4	4		4.00	G	x	x	x		x	x	x	x		x			16	Case Information Update
6	1	M	Send CF to Docket																							

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATEGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS: Relinquishment of Application
PROCESS ID: 1.1.2.2.4.1.1.6

MATRIX F-6. PRO[illegible]VALUATION (CANDIDATES)
CASE TY[illegible] Occupancy and Use

TOTAL AUTOMATED = 4
TRUE CANDIDATES = 3

IPO SUB PARA	SENT	DET	PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	1	2	3	4	5	6	7	EN	QU	GE	UP	AN	CAT	USER REQUIREMENTS
1	1	M	Receive DLE Relinquishment Request																						
3	1	A	Prepare Acctg Advice for Refund	4	4	4	4	4	4	14.00	G		x			x	x	x	x					2	Accouting Form Preparation
3	1	M	Send Acctg Advice to Accounting																						
3	3	A	Prepare Notification of Relinquishment	2	2	1	1	2	2	11.67	G								x		x			3	Word Processing
3	3	M	Send Notification to Applicant																						
3	4	M	Close CF																						
3	4	A	Update Records	4	4	4	4	4	4	14.00	G	x	x	x		x	x					x		5	Plat Records Entry/Update
3	4	A	Update CR/ORCA	4	4	4	4	4	4	14.00	G	x	x	x		x	x	x	x		x			1	Case Information Update
3	4	M	Send CF to Docket																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: Justification Review for Extension
PROCESS ID: 1.1.2.2.4.1.2.1

MATRIX F-7. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Occupancy and Use

TOTAL AUTOMATED = 3
TRUE CANDIDATES = 2

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Rec Apln for Extension of Final Proof Time																						
1	2	M	Determine Feasibility of Extension																						
1	2	A	Prepare Decision on Extension	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
1	2	M	Send Decision to Entryman																						
1	4	M	May Receive Appeal Notice If Rejected																						
1	4	M	Send CF to IBLA																						
1	5	A	Update Records	4	4	4	4	4	4	4.00	G	x	x	x		x	x					x		5	Plat Records Entry/Update
1	5	A	Update CR/DRCA	4	4	4	4	4	4	4.00	G	x	x	x		x	x	x	x		x			1	Case Information Update

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS: Annual Proof Review
PS ID: 1.1.2.2.4.1.2.3

MATRIX F-9. PROGRAM EVALUATION (CANDIDATES)
CASE TYPE: Occupancy and Use

TOTAL AUTOMATED = 6
TRUE CANDIDATES = 5

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	A	Future Action Suspense Activates Case	4	4	4	4	4	4	14.00	G		x				x	x		x			x	1	Future Action Suspense
1	1	M	Receive CF from Docket																						
2	1	M	Receive DLE Annual Proof from Entryman																						
2	2	A	Update CR/DRCA	4	4	4	4	4	4	14.00	G	x	x			x	x	x			x	x		1	Case Information Update
2	2	A	Note Future Action Suspense for Next Year	4	4	4	4	4	4	14.00	G		x				x	x		x			x	1	Future Action Suspense
3	1	M	If No Annual Proof Submitted, Cancel Entry																						
3	1	A	Prepare Decision of Annual Proof	2	2	1	1	2	2	11.67	G								x		x			3	Word Processing
3	1	M	Send Decision to Entryman																						
3	2	M	Close CF																						
3	2	A	Update CR/DRCA	4	4	4	4	4	4	14.00	G	x	x			x	x	x			x	x		1	Case Information Update
3	2	A	Update Records	4	4	4	4	4	4	14.00	G	x	x	x		x	x							5	Plat Records Entry/Update

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS SHEET: 1 of 1
DFD PROCESS: Determination of Assignment
PROCESS ID: 1.1.2.2.4.1.2.2

MATRIX F-8. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Occupancy and Use

TOTAL AUTOMATED = 3
TRUE CANDIDATES = 2

IPO SUB PARA	SENT	DET	PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Rec Apln for Assignment from Assignor																						
2	1	M	Review CF and Make Decision																						
2	2	A	Prepare Decision to Accept or Reject	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
2	2	M	Send Decision to Assignor/Assignee																						
2	2	M	May Receive Appeal Notice																						
2	2	M	Send CF to IBLA																						
2	2	A	Update CR/CRCA	4	4	4	4	4	4	4.00	G	x	x	x		x	x	x	x		x			1	Case Information Update
2	2	A	Update Records	4	4	4	4	4	4	4.00	G	x	x	x		x	x					x		5	Plat Records Entry/Update
3	1	M	Send CF to Docket for Retention																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS: Notification of Final Proof
ID: 1.1.2.2.4.1.3.1

MATRIX F-10 PROCE[illegible]UATION (CANDIDATES)
CASE TYP[illegible]cupancy and Use

TOTAL AUTOMATED = 5
TRUE CANDIDATES = 2

IPO SUB PARA#	SENT	DET	CANDIDATES PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	A	Activate CF thru Future Action Suspense	4	4	4	4	4	4	4.00	G		x				x	x		x			x	1	Future Action Suspense
1	1	M	Receive CF from Docket																						
1	2	A	Prepare Courtesy Notification of Final Proof	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
1	2	M	Send Notice to Entryman																						
2	1	M	Receive Notice of Intention to Make Proof																						
2	1	M	Review Notice																						
2	1	A	Prepare Acknowledgement of Receipt	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
2	2	A	Prepare Proof Notice Request	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
2	2	M	Send Acknowledgement and Notice to Entryman																						
4	1	M	Receive Affadavit of Publication																						
5	1	A	Suspend CF until Future Action Suspense Date	4	4	4	4	4	4	4.00	G		x				x	x		x			x	1	Future Action Suspense
5	1	M	Send CF to Field Offc for Final Proof Taking																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

DFD PROCESS: Final Proof Taking
PROCESS ID: 1.1.2.2.4.1.3.2

MATRIX F-11. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Occupancy and Use

TOTAL AUTOMATED = 2
TRUE CANDIDATES = 1

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	PRIORITY 2	PRIORITY 3	PRIORITY 4	PRIORITY 5	PRIORITY 6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	A	Future Action Suspense Activates CF	4	4	4	4	4	4	4.00	G		x				x	x		x		x		1	Future Action Suspense
1	1	M	Receive CF from Previous Process																						
2	1	M	Take Final Proof Testimony from Entryman																						
3	1	A	Prep Rpt on Final Proof Compliance/Recommends	2	2	1	1	2	2	1.57	G								x		x			3	Word Processing
3	1	M	Make Determination to Issue Patent or Contest																						
4	1	M	Field Exam May Be conducted Prior to Testimon																						
4	2	M	Identify any Non-Compliance to Proof Officer																						
3	1	M	Send CF to SO for Patent Issuance																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS: Contest of Hearing
ID: 1.1.2.2.4.1.3.3

MATRIX F-12. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Occupancy and Use

TOTAL AUTOMATED = 3
TRUE CANDIDATES = 0

IPO SUB PARA	SENT	DET	PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive CF/Contest Entry from Prev. Process																						
1	1	A	Prepare Request for Legal Review	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
1	1	M	Send CF & Req to Field Solicitor																						
2	1	M	Receive CF & Draft Charges from Solicitor																						
2	1	A	Prepare Contest Complaint	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
2	2	M	Send Complaint to Entryman w/ 30 day Response																						
2	2	M	Receive Response to Complaint from Entryman																						
3	1	A	Prepare Rejection Decision	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
3	1	M	Send Decision to Entryman if No Response																						
3	2	M	Receive Appeal from Entryman																						
3	3	M	Send CF to Office of Hearings & Appeals																						
			If Charges Denied																						
3	3	M	Receive Hearing Notice from Hearing & Appeals																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: Court Hearing Process
PROCESS ID: 1.1.2.2.4.1.3.4

MATRIX F-13. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Occupancy and Use

TOTAL AUTOMATED = 3
TRUE CANDIDATES = 3

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
2	2	M	Rec Decision On Contest from Admin Law Judge																						
3	1	M	Send CF to Docket, If Adverse Decision																						
3	1	A	Update Records	4	4	4	4	4	4	4.00	G	x	x	x		x	x							5	Plat Records Entry/Update
3	1	A	Update CR/CRCA	4	4	4	4	4	4	4.00	G	x	x			x	x	x			x	x		1	Case Information Update
4	1	A	Prepare Patent If Favorable Decision	4	4	3	1	2	3	2.83	G							x	x		x			1	Case Form/Documents Preparation
4	1	M	Send CF to Next Process																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
E - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS: Patent Issuance via Desert Land Entry
PROCESS ID: 1.1.2.2.4.1.3.5

MATRIX F-14. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Occupancy and Use

TOTAL AUTOMATED = 3
TRUE CANDIDATES = 3

IPO PARA	SUB SENT	DET	PROCESS (CANDIDATES)	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	SE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive CF from Previous Process																						
1	1	A	Prepare/Check Patent	4	4	3	1	2	3	12.83	G							x	x			x		1	Case Form/Document Preparation
1	1	M	Issue Patent to Entryman																						
2	1	A	Update CR/ORCA	4	4	4	4	4	4	14.00	G	x	x	x		x	x	x			x		x	1	Case Information Update
2	1	A	Update Records	4	4	4	4	4	4	14.00	G	x	x	x		x	x							S	Plat Record Entry/Update
2	1	M	Send CF to Docket																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
SE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: Allotment Application Review
PROCESS ID: 1.1.2.2.4.2.1.1

MATRIX F-15. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Occupancy and Use

TOTAL AUTOMATED = 4
TRUE CANDIDATES = 3

IPO SUB PARA	SENT	DET	PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	1	2	3	4	5	6	7	EN	QU	GE	UP	AN	CAT	USER REQUIREMENTS
1	1	M	Receive Indian Allotment Apln																						
1	1	M	Perform Legal Review																						
1	2	A	Serialize CF	4	4	4	4	4	4	4.00	G	x	x	x			x	x			x			1	Case Serialization
2	1	M	Review for Acceptability																						
2	1	M	Formulate Stipulations																						
2	2	M	Request Additional Information																						
3	1	M	Receive Additional Information																						
4	1	A	Verify Land Status	4	4	4	4	4	4	4.00	G	x	x			x	x	x						6	Map/Plat Query
4	1	A	Verify Land Description Mathematically	4	4	4	4	4	4	4.00	G					x		x	x		x		x	5	Legal Description Interpreter
5	1	M	Send CF to Resource Eval for Reports																						
6	2	M	Send to "Allot Apln Denial" if Apln Rejected																						
6	3	A	Prep Letter of Acceptance if Apln Accepted	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
6	3	M	Send CF to Next Process																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS: Resource Evaluation
PROCESS ID: 1.1.2.2.4.2.1.2

MATRIX F-16. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Occupancy and Use

TOTAL AUTOMATED = 0
TRUE CANDIDATES = 0

IPO SUB PARA	SENT	DET	PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive CF from Previous Process																						
2	1	M	Send CF to Land Classification																						
2	1	M	Receive Initial Decision on Land Class																						
3	1	M	Send CF to Resource Eval for Reports																						
4	1	M	Receive Reports from Resource Evaluation																						
5	1	M	Make Approve/Disapprove Determination																						
5	2	M	Send CF to "Preps for Allotment" if Approved																						
6	1	M	Send CF to Next Process if Disapproved																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: Allotment Application Denial
PROCESS ID: 1.1.2.2.4.2.1.3

MATRIX F-17. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Occupancy and Use

TOTAL AUTOMATED = 3
TRUE CANDIDATES = 2

IPO PARA#	SUB SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive CF from Previous Process																						
1	2	A	Prepare Notice of Apln Denial	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
1	2	M	Send Notice to Applicant																						
2	1	M	Close Case File																						
2	1	A	Update CR/ORCA	4	4	4	4	4	4	4.00	G	x	x	x		x	x	x			x	x		1	Case Information Update
2	1	A	Update Records	4	4	4	4	4	4	4.00	G	x	x	x		x	x					x		5	Plat Records Entry/Update
2	1	M	Send CF to Docket																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS: Preparations for Allotment
ESS ID: 1.1.2.4.2.1.4

MATRIX F-18. F[illegible] EVALUATION (CANDIDATES)
CASE TYPE: Occupancy and Use

TOTAL AUTOMATED = 3
TRUE CANDIDATES = 2

IPO SUB PARA	SENT	DET	PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	CE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive CF from "Resource Eval"																						
1	1	M	Determine if Settlement Required/Not Required																						
1	1	A	Prepare Settlement Requirements Notice	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
1	1	M	Send Notice to Applicant																						
1	3	M	Send CF to "Settlement Verification"																						
1	3	M	Receive CF from "Settlement Verification"																						
2	1	M	Make Final Approval of Application																						
2	1	A	Prepare Certificate of Allotment	4	4	3	1	2	3	2.83	G							x	x		x			1	Case Form/Document Preparation
2	1	M	Send Certificate to Applicant																						
3	1	A	Set up 2 year Future Action Suspense	4	4	4	4	4	4	4.00	G		x				x	x						1	Future Action Suspense

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
CE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: Settlement Verification
PROCESS ID: 1.1.2.2.4.2.1.5

MATRIX F-19. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Occupancy and Use

TOTAL AUTOMATED = 1
TRUE CANDIDATES = 0

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	PRIORITY 2	PRIORITY 3	PRIORITY 4	PRIORITY 5	PRIORITY 6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS: EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION: CAT	USER REQUIREMENTS
1	1	M	Receive Evidence of Settlement from Applicant																						
1	1	M	Retrieve CF from Docket																						
1	2	M	Perform Field Inspection to Verify Settlement																						
2	1	A	Prepare Notice of Hearing Request	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
2	1	M	Send Notice to Applicant																						
3	1	M	Record Settlement Testimony at Hearing																						
4	1	M	Verify Settlement Testimony																						
4	1	M	Send CF to Next Process																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS: Trust Patent Issuance
PROCESS ID: 1.1.2.2.4.2.1.6

MATRIX F-20. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Occupancy and Use

TOTAL AUTOMATED = 3
TRUE CANDIDATES = 3

IPO PARA	SUB SENT	DET	PROCESS	CANDIDATES: PRIORITY 1	2	3	4	5	6	7	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	CE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Recevie CF from Previous Process																							
1	1	M	Review CF for Completeness																							
1	2	A	Prepare Trust Patent	4	4	3	1	2	3		2.83	G							x	x			x			1	Case Form/Document Preparation
1	2	M	Issue Trust Patent to BIA																							
2	1	A	Update Records/MTP	4	4	4	4	4	4		4.00	G	x	x	x		x	x	x					x		5	Plat Records Entry/Update
3	1	A	Update CR/ORCA	4	4	4	4	4	4		4.00	G	x	x	x		x	x	x			x		x		1	Case Information Update
4	1	M	Send CF to Docket																							

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
CE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: Fee Patent Record Notation
PROCESS ID: 1.1.2.2.4.2.2.1

MATRIX F-21. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Occupancy and Use

TOTAL AUTOMATED = 7
TRUE CANDIDATES = 6

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Rec Request for Indian Fee Patent from BIA																						
1	2	A	Serialize CF	4	4	4	4	4	4	4.00	G	x	x	x			x	x			x			1	Case Serialization
2	1	M	Perform Adjudicative Review																						
2	2	A	Prepare Additional Info Request	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
2	2	M	Send Request to BIA																						
3	1	M	Receive Additional Info from BIA																						
3	1	A	Verify Land Status	4	4	4	4	4	4	4.00	G	x	x			x	x	x		x				6	Map/Plat Query
3	1	A	Verify Legal Description Mathematically	4	4	4	4	4	4	4.00	G		x			x	x	x		x	x	x	x	5	Legal Description Interpreter
4	1	A	Prepare Indian Fee Patent	4	4	3	1	2	3	2.83	G							x	x		x			1	Case Form/Document Preparation
4	1	M	Send Patent to BIA & Local Government																						
5	1	A	Update Records/Plats	4	4	4	4	4	4	4.00	G	x	x	x		x	x					x		5	Plat Records Entry/Update
6	1	A	Update CR/ORCA	4	4	4	4	4	4	4.00	G	x	x	x		x	x	x	x		x			1	Case Information Update
7	1	M	Send CF to Docket																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS: COT Review for Acceptability
PROCESS ID: 1.1.2.2.4.3.1.1

MATRIX F-22. [illegible] EVALUATION (CANDIDATES)
CASE TYPE: Occupancy and Use

TOTAL AUTOMATED = 5
TRUE CANDIDATES = 3

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	CE	UP	AN	DERIVED USER REQUIREMENT EVALUATION: CAT	USER REQUIREMENTS
1	1	M	Receive Color of Title Apln																						
1	2	A	Verify Land Description Mathematically	4	4	4	4	4	4	4.00	G		x			x	x	x		x	x	x	x	5	Legal Description Interpreter
1	3	M	Verify Form Completion																						
1	4	M	Verify Correct Fees Paid																						
1	5	M	Verify Bona Fide Color of Title Claim																						
1	6	A	Verify No Mineral Reservations	4	4	4	4	4	4	4.00	G	x	x			x	x	x		x				6	Map/Plat Query
2	1	A	Prepare Request for Add'l Information	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
2	1	M	Send Request to Applicant																						
3	1	M	Receive Add'l Info from Applicant																						
3	1	A	Serialize Create Case File	4	4	4	4	4	4	4.00	G	x	x	x			x	x						1	Case Serialization
4	1	A	Prep Req for Review for Withdrawn Lands	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
4	1	M	Send Request to Applicant Agency																						
5	1	M	Rec W/Drawal Review from Holding Agency																						
6	1	M	Send CF to Next Process if Acceptable																						
6	2	M	Send CF to Denial Process if Not Acceptable																						

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- CE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS SHEET: 1 OF 1
DFD PROCESS: Report Evaluation
PROCESS ID: 1.1.2.2.4.3.1.2

MATRIX F-23. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Occupancy and Use

TOTAL AUTOMATED = 1
TRUE CANDIDATES = 0

IPO PARA	SUB SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive CF from Previous Process																						
1	2	M	Send CF to Resource Eval for Reports																						
1	4	M	Send CF to Cadastral Survey if Needed																						
2	1	M	Receive CF from Resource Eval w/ Reports																						
4	1	M	Receive Survey Documents if Required																						
5	1	A	Formulate Recommends from Reports Rec'vd	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
5	2	M	Send CF to (1.1.2.2.4.3.1.4)																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS SHEET: 1 of 1
PROCESS: COT Application Denial Process
PROCESS ID: 1.1.2.2.4.3.1.3

MATRIX F-24. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Occupancy and Use

TOTAL AUTOMATED = 2
TRUE CANDIDATES = 1

IPO SUB PARA	SENT	DET	PROCESS (CANDIDATES)	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	OU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive CF from "COT Review For Acceptability																						
1	1	A	Prepare Rejection Decision	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
1	1	M	Send Decision to Applicant																						
2	1	A	Set 30 day Future Action Suspense for Appeals	4	4	4	4	4	4	4.00	G		x				x	x		x			x	1	Future Action Suspense
2	1	M	Send CF to Docket Pending Appeal Action																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
OU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS SHEET: 1 OF 1
DFD PROCESS: Review and Approval of COT Application
PROCESS ID: 1.1.2.2.4.3.1.4

MATRIX F-25. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Occupancy and Use

TOTAL AUTOMATED = 2
TRUE CANDIDATES = 1

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	PRIORITY 2	PRIORITY 3	PRIORITY 4	PRIORITY 5	PRIORITY 6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS: EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION: CAT	USER REQUIREMENTS
1	1	M	Receive CF from "Report Evaluation"																						
1	1	M	Final Review/Determination is Completed																						
2	1	A	Prepare Approval Decision	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
2	1	A	Prepare Proof Notice	4	4	3	1	2	3	2.83	G							x	x		x			1	Case Form/Document Preparation
2	1	M	Send Notice and Decision to Applicant																						
3	1	M	Send Copy of Decision to Accounting																						
4	1	M	Send CF to Denial Process if Not Approved																						
5	1	M	Receive Proof of Publication from Applicant																						
5	1	M	Send CF to Next Process																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS: Patent Issuance Via COT
PROCESS ID: 1.1.2.2.4.3.1.5

MATRIX F-26. F[illegible] EVALUATION (CANDIDATES)
CASE TYPE: Occupancy and Use

TOTAL AUTOMATED = 3
TRUE CANDIDATES = 3

PARA	SUB	SENT	DET	PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	1	2	3	4	5	6	7	EN	QU	GE	UP	AN	CAT	USER REQUIREMENTS
1	1	1	M	Receive CF from Previous Process																						
1	1	1	M	Receive Notification of Payment from Acctg																						
1	1	1	A	Prepare Final Ceritficate & Patent	4	4	3	1	2	3	2.83	G							x	x		x			1	Case Form/Document Preparation
2	1	1	M	Send Patent to Applicant																						
2	1	1	M	Send Copy to County Assessor																						
3	1	1	A	Update Records/Plats	4	4	4	4	4	4	4.00	G	x	x	x		x	x					x		5	Plat Records Update
4	1	1	A	Update CR/ORCA	4	4	4	4	4	4	4.00	G	x	x	x		x	x	x			x	x		1	Case Information Update
5	1	1	M	Send CF to Docket																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: Land Status Verification
PROCESS ID: 1.1.2.2.4.3.2.1

MATRIX F-27. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Occupancy and Use

TOTAL AUTOMATED = 5
TRUE CANDIDATES = 4

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Rec Req for Investigation of Unauth Use																						
1	1	M	Rec Info from Public on Unauth Use																						
1	1	A	Check Land Status	4	4	4	4	4	4	4.00	G		x		x		x				x		x	6	Land Use Plat Query
1	1	A	Check CR/ORCA	0	2	2	2	3	4	2.17	G	x			x			x	x	x	x		x	1	Case Information Query
1	1	A	Serialize/Create CF	4	4	4	4	4	4	4.00	G	x	x	x	x			x	x	x			x	1	Case Serialization
2	1	M	Close Case if Use Authorized																						
2	1	A	Prepare Notice of BLM Findings	2	2	1	1	2	2	1.67	G									x			x	3	Word Processing
2	1	M	Send Notice of Findings																						
2	1	A	Update CR/ORCA	4	4	4	4	4	4	4.00	G	x	x	x	x		x	x				x	x	1	Case Information Update
3	1	M	If Unauthorized Send CF to Next Process																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS: Field Investigation
PROCESS ID: 1.1.2.2.4.3.2.2

MATRIX F-28. PRIORITY EVALUATION (CANDIDATES)
CASE TYPE: Occupancy and Use

TOTAL AUTOMATED = 1
TRUE CANDIDATES = 0

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive CF from Previous Process																						
1	1	M	Conduct Field Inspection																						
1	2	A	Prepare Report of Field Invest. Findings	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
1	2	M	Send CF to "Occupancy Res" if Unauth Use																						
2	1	M	Send CF to Next Process if Use Authorized																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: Authorized Use Confirmation
PROCESS ID: 1.1.2.2.4.3.2.3

MATRIX F-29. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Occupancy and Use

TOTAL AUTOMATED = 1
TRUE CANDIDATES = 0

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	PRIORITY 2	PRIORITY 3	PRIORITY 4	PRIORITY 5	PRIORITY 6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS: EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION: CAT	USER REQUIREMENTS
1	1	M	Receive CF from Previous Processes																						
1	1	A	Prepare Notification of Authorized Use	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
1	1	M	Send to Requesting Party																						
2	1	M	Retain Investigation File for Future Rfrnc																						

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS: Occupancy Resolution
PROCESS ID: 1.1.2.2.4.3.2.4

MATRIX F-30. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Occupancy and Use

TOTAL AUTOMATED = 3
TRUE CANDIDATES = 1

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive CF from "Field Investigation"																						
1	1	A	Prepare Notification of Unauthorized Use	4	4	3	1	2	3	2.83	G							x	x		x			1	Case Form/Document Preparation
1	1	A	Prepare Notification of Alternative Action	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
1	1	M	Send Notifications to Occupant																						
2	1	M	Receive Reponse from Occupant																						
3	1	M	Occupant has 4 Voluntary Courses of Action:																						
3	1	M	Initiate Ex, Send Info to Exchanges																						
3	2	M	Initiate Sale, Send Info to Sales																						
3	3	M	Initiate Lease/Pst, Send Info to L&Psts																						
3	4	M	Apply for COT, Send Info to (1.1.2.2.4.3.1																						
4	1	A	Prepare Notification of Action Taken	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
4	1	M	Send Notification to Requesting Party																						
5	1	M	Send CF to Next if No Occupant Response																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: Occupancy Termination Action
PROCESS ID: 1.1.2.2.4.3.2.5

MATRIX F-31. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Occupancy and Use

TOTAL AUTOMATED = 2
TRUE CANDIDATES = 2

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	7	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION: CAT	USER REQUIREMENTS
1	1	M	Receive CF from Previous Process																							
1	1	A	Prepare Notice to Vacate	4	4	3	1	2	3		2.83	G							x	x		x			1	Case Form/Document Preparation
1	1	M	Send Notice to Occupant																							
2	1	M	Perform Follow-up Invest in Case Occpt Leaves																							
3	1	M	If Unauth Use is Terminated, Close CF																							
3	1	M	Retain Investigation Report for Future Use																							
3	1	A	Update CR/ORCA	4	4	4	4	4	4		4.00	G	x	x			x	x	x			x		x	1	Case Information Update
3	2	M	If Not Terminated, Send CF to Trespass																							

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS PRIMITIVES				MISSION ELEMENTS													PROCESS EVALUATION MATRIX
				RECORDS				RESOURCES				TECHNICAL					
PROCESS IDENTIFIER	TITLE	DET	n/t	PRE	POST	SUPP	MAINT	INVEN	ANALY	MON/C	IMPLE	PLAN	INFO	ANALY	PROD	ADMIN	
1.1	1906 Decision Issuance	A	1/2	x													IF-AK-1
1.2	Survey and Cultural Compliance	A	2/5	x													IF-AK-2
1.3	Certification	A	4/4	x													IF-AK-3
2.1	Verify Notice of Location	A	3/5	x													IF-AK-4
2.2	Case Rejection	A	3/3	x													IF-AK-5
2.3	Mineral Report Verification	M	0/2														IF-AK-6
2.4	Verification of Application to Purchase	A	1/2	x													IF-AK-7
2.5	Case Validation	A	5/7	x													IF-AK-8
3.1	Application Validity Check	A	2/2	x													IF-AK-9
3.2	Public Notification	A	4/4	x													IF-AK-10
3.3	Notification of Location	A	1/2	x	x												IF-AK-11
3.4	Application Rejection	A	2/3	x	x												IF-AK-12
3.5	Field Report Review	A	1/3	x													IF-AK-13
3.6	Legal Review	A	3/3	x													IF-AK-14
3.7	Use-Occupancy Verification	A	1/2	x													IF-AK-15
4.1	Decision Issuance	A	1/2	x	x												IF-AK-16
4.2	Survey, Compliance, Certification	A	3/6	x			x										IF-AK-17
5.1	Title Recovery Verification	A	1/2	x													IF-AK-18
5.2	BLM Hearing	A	2/4	x													IF-AK-19
6.1	Government Contest	A	1/2	x													IF-AK-20
6.2	Application Rejection	A	2/3	x	x												IF-AK-21
7.1	PLO 1613 Application Review	A	2/3	x													IF-AK-22
7.2	Land Review	A	1/7	x													IF-AK-23
7.3	PLO 1613 Application Rejection	A	2/3	x													IF-AK-24
7.4	Patent Preparation	A	3/4	x													IF-AK-25
8.1	Pre-Land Reconveyance	M	0/4														IF-AK-26
8.2	Title Review	A	1/3	x													IF-AK-27
8.3	Certification/Patent Issuance	A	5/5	x	x												IF-AK-28
9.1	Survey Determination	A	2/5	x													IF-AK-29
9.2	Publication Preparation	A	1/3	x													IF-AK-30
9.3	Claim Rejection	A	2/4	x	x												IF-AK-31
9.4	Patent Issuance	A	4/5	x	x												IF-AK-32

LEGEND:

A = Automated Process
M = Manual Process (cannot be automated)

n/t = Automation Factoring Summary:
"n" is the total number of true automated candidates
"t" is the total number of automated processes

* Data Evaluation Matrix = VI

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DFD PROCESS: 1906 DECISION ISSUANCE
PROCESS ID: 1.1.

MATRIX F-AK-1. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: ALASKA OCCUPANCY AND USE

TOTAL AUTOMATED = 2
TRUE CANDIDATES = 1

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS: EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION: CAT	USER REQUIREMENTS
1	1	M	Rec CF from "O&U Verif/Govt Contest"																						
2	1	A	Prepare Decision Issuing Application	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
2	1	M	Send Decision to Applicant & Interested Part																						
4	1	A	Update AALMRS	4	4	4	4	4	4	4.00	G	x	x	x		x	x	x			x	x		1	Case Information Update
5	1	M	Send CF to Survey & Cultural Compliance																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS: SURVEY AND CULTURAL COMPLIANCE
SS ID: 1.2

MATRIX F-AK-2. S EVALUATION (CANDIDATES)
CASE TYP ALASKA OCCUPANCY AND USE

TOTAL AUTOMATED = 5
TRUE CANDIDATES = 2

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive CF from Previous Process																						
2	1	A	Request Survey	4	4	2	2	1	2	2.50	S									x		x		3	Electronic Mail
3	1	M	Req Cult RPT from BIA or Resource Evaluation																						
4	1	M	Receive Cult RPT from BIA or Resource Eval																						
5	1	M	Receive Survey Documents																						
6	1	A	Update AALMRS	4	4	4	4	4	4	4.00	G	x	x	x		x	x	x						1	Case Information Update
7	1	A	Prepare Notification of Survey Conformance	2	2	1	1	2	2	1.67	G								x			x		3	Word Processing
7	1	M	Send Notice to Applicant																						
7	1	M	Send Copies of Notice to Interested Parties																						
8	1	A	Prepare Agrant of Survey of Inholdings if Req	2	2	1	1	2	2	1.67	G								x			x		3	Word Processing
8	1	M	Send Agreement to Landowner																						
8	1	M	Receive Signed Agreement from Landowner																						
9	1	A	Check Native Allotment Status	4	4	4	4	4	4	4.00	G	x	x			x	x	x		x				6	Map/Plot Query
9	1	M	Send CF to "Title Recovery Verification"																						
10	1	M	Send CF to "Certification" if No Allotment																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: Certification
PROCESS ID: 1.3

MATRIX F-AK-03. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Alaska Occupancy and Use

TOTAL AUTOMATED = 4
TRUE CANDIDATES = 4

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	7	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive CF from "Survey and Cultural Compl"																							
2	1	A	Prepare Certificate of Allotment	4	4	3	1	2	3		2.83	G							x	x		x			1	Case Form/Document Preparation
2	1	M	Send Certificate to Applicant thru BIA																							
3	1	A	Update Records	4	4	4	4	4	4		4.00	G	x	x	x		x	x					x		1	Case Information Update
3	1	A	Update AALMRS	4	4	4	4	4	4		4.00	G	x	x	x		x	x	x			x	x		1	Case Information Update
4	1	A	Close CF	4	4	4	3	3	3		3.50	G					x	x		x			x		1	Case Closure
4	1	M	Send CF to Docket																							
5	1	M	Send Cpy of Cert to "Min Estate CF Review"																							

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS: Verify Notice of Location
SS ID: 2.1

MATRIX F-AK-04.[illegible]S EVALUATION (CANDIDATES)
CASE TY[illegible] Alaska Occupancy and Use

TOTAL AUTOMATED = 5
TRUE CANDIDATES = 3

IPO SUB PARA	SENT	DET	PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	1	2	3	4	5	6	7	EN	QU	GE	UP	AN	CAT	USER REQUIREMENTS
1	1	M	Receive CF from Docket																						
2	1	A	Prep Doc Req Add'l Info If NOL Incomplete	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
2	1	M	Send Add'l Info Decision to Applicant																						
3	1	M	Send CF to Next Proc if Add'l Info Not Rec'vd																						
4	1	A	Update AALMRS	4	4	4	4	4	4	4.00	G	x	x	x		x	x	x			x	x		1	Case Information Update
5	1	M	Receive Add'l Info from Applicant																						
6	1	A	Check Land Status for Availability of Land	4	4	4	4	4	4	4.00	G	x		x		x	x	x		x				6	Map/Plat Query
7	1	M	Send CF to "Case Rejection" If Unavailable																						
8	1	M	Sign NOL (by Auth Officer) if Available																						
8	1	A	Prepare Acknowledgement of NOL	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
8	1	M	Send Acknowledgement to Applicant																						
8	1	M	Send CF to "Mineral Rpt Verification"																						
9	1	A	Update AALMRS	4	4	4	4	4	4	4.00	G	x	x	x		x	x	x			x	x		1	Case Information Update

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS SHEET: 1 of 1
DFD PROCESS: Case Rejection
PROCESS ID: 2.2

MATRIX F-AK-05. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Alaska Occupancy and Use

TOTAL AUTOMATED = 3
TRUE CANDIDATES = 3

IPO SUB PARA#	SENT	DET	PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive CF from Various Other Processes																						
2	1	A	Prepare Rejection Decision	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
2	1	K	Send Decision to Applicant																						
2	1	M	Send Copies of Decision to Interested Parties																						
3	1	N	Decision May/May Not be Appealed																						
4	1	A	Update AALMRS	4	4	4	4	4	4	4.00	G	x	x	x		x	x	x			x	x		1	Case Information Update
4	1	A	Update Records	4	4	4	4	4	4	4.00	G	x	x	x		x	x					x		5	Record Entry/Update
5	1	M	Close CF	4	4	4	3	3	3	3.50	G					x	x		x			x		1	Case Closure
6	1	M	Send CF to Docket																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS: Mineral Report Verification
PROCESS ID: 2.3

MATRIX F-AK-09 ESS EVALUATION (CANDIDATES)
CASE TYPE: Alaska Occupancy and Use

TOTAL AUTOMATED = 2
TRUE CANDIDATES = 0

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive CF from "Verify Notice of Location"																						
2	1	A	Request Mineral Report from Resource Eval	4	4	2	2	1	2	2.50	S									x	x			3	Electronic Mail
3	1	M	Receive Mineral Rpt from Resource Evaluation																						
3	1	M	Req Min Field Exam if Locatable Mineral Case																						
3	1	M	Notify Applicant of Possible Min Value																						
4	1	M	Send CF to "Case Rej" if Locat Value Confrmd																						
5	1	A	Prep Min Resrv Decision if Leasbl Min Value	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
5	1	M	Send Decision to Applicant																						
6	1	M	Decision May/May Not be Appealed																						
7	1	M	Send CF to Nxt Proc if Land Avail fr Settlmnt																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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SFD PROCESS: Verification of Application to Purchase
PROCESS ID: 2.4

MATRIX F-AK-07. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Alaska Occupancy and Use

TOTAL AUTOMATED = 2
TRUE CANDIDATES = 1

IPO PARA	SUB SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	PRIORITY 2	PRIORITY 3	PRIORITY 4	PRIORITY 5	PRIORITY 6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS: EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION: CAT	USER REQUIREMENTS
1	1	M	Receive CF from Previous Process																						
2	1	A	Prepare Notice of Statutory Life	4	4	3	1	2	3	2.83	G							x	x		x			1	Case Form/Document Preparation
2	1	M	Send Notice to Applicant																						
3	1	M	Receive Apln to Purchase from Applicant																						
3	1	M	Review/Verify Application																						
4	1	A	Prepare Req for Add'l Info If Apln Incomplete	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
4	1	M	Send Request to Applicant																						
4	1	M	Receive Additional Information																						
5	1	M	Send CF to "Reject" if Add'l Info Not Rec'vd																						
6	1	M	Send CF to "Rejection" if Apln Not Timely																						
7	1	M	Send CF to "Validation" if All Completed																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS: Case Validation
PROCESS ID: 2.5

MATRIX F-AK-08.[illegible]ESS EVALUATION (CANDIDATES)
CASE TYPE: Alaska Occupancy and Use

TOTAL AUTOMATED = 7
TRUE CANDIDATES = 5

IPO SUB PARA	SENT	DET	PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive CF from Previous Process																						
2	1	M	Determine Compliance w/Laws and Regulations																						
3	1	A	Verify Land Status Data	4	4	4	4	4	4	4.00	G	x	x			x	x	x		x				6	Map/Plat Query
3	1	A	Review AALMRS Data	0	2	2	2	3	4	2.17	G	x		x			x	x		x	x			6	Case Information Query
4	1	M	Request Field Exam from Resource Evaluation																						
5	1	A	Update AALMRS	4	4	4	4	4	4	4.00	G	x	x			x	x	x			x	x		1	Case Information Update
6	1	M	Receive Field Report from Resource Evaluation																						
6	1	M	Reverify Application for Compliance																						
6	1	M	Req Min Rpt for Leasables from Resource Eval																						
7	1	M	Receive Mineral Rpt																						
7	1	A	Prep Min Resrv Dec if Valuable for Leaseable	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
7	1	M	Send Decision to Applicant																						
8	1	M	Decision May/May Not be Appealed																						
9	1	A	Update AALMRS	4	4	4	4	4	4	4.00	G	x	x			x	x	x			x	x		1	Case Information Update
10	1	M	Send CF to "Govt Contest" If Apln Deficient																						
11	1	M	Applicant May Req Equitable Adjudication																						
12	1	A	Prepare Equitable Adjudication Requirements	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
12	1	M	Send Requirements to Applicant																						
13	1	M	Send CF to "Reject" if Add'l Info Inadequate																						
14	1	M	Send "Survey Determ" if Additional Info OK																						
15	1	A	Update AALMRS	4	4	4	4	4	4	4.00	G	x	x			x	x	x			x	x		1	Case Information Update
16	1	M	Send CF to "Title Transfer"																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
6 - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: Application Validity Check
PROCESS ID: 3.1

MATRIX F-AK-09. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Alaska Occupancy and Use

TOTAL AUTOMATED = 3
TRUE CANDIDATES = 2

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive CF from Docket or Other Processes																						
1	1	A	Check Land Status Data	4	4	4	4	4	4	4.00	G	x	x			x	x	x		x				6	Map/Plot Query
1	1	A	Check Legal Reference Data	2	2	3	4	2		2.50	G		x			x				x				4	Legal Reference Query
1	2	M	Request Add'l Info from BIA	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
1	2	M	Send Request to BIA																						
2	1	M	Send CF "Apln Reject" if Legally Defective																						
3	1	M	Send CF to "Notif of Location" if Apln Valid																						
4	1	M	Send CF to "Fiel RotRev" if Location is of																						
4	1	M	Record During ANILCA Protest Period																						
5	1	M	Send CF "Public Notif" if Applicant is																						
5	1	M	...Member of Fanny Bar Class Action Suit																						

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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FED PROCESS: Public Notification
PROCESS ID: 3.2

MATRIX F-AK- PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Alaska Occupancy and Use

TOTAL AUTOMATED = 4
TRUE CANDIDATES = 4

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive CF from "Apln Validity Check"																						
2	1	A	Prepare Fanny Barr Notice	4	4	3	1	2	3	2.83	G							x	x		x			1	Case Form/Document Preparation
2	1	M	Send Notice to Newspaper																						
3	1	M	Rec Affadavit of Publication from Newspaper																						
4	1	M	Rec Certificate of Eligibility from BIA																						
5	1	A	Update AALMRS	4	4	4	4	4	4	14.00	G	x	x	x		x	x	x	x		x			1	Case Information Update
6	1	M	Add Protest to CF if Received																						
6	1	A	Update AALMRS	4	4	4	4	4	4	14.00	G	x	x	x		x	x	x	x		x			1	Case Information Update
7	1	M	Receive Limited Waiver from Applicant																						
8	1	M	Send CF to "Field Rpt Review"																						
9	1	M	Change Case Type from 75.09 to 2561																						
9	1	A	Update AALMRS	4	4	4	4	4	4	14.00	G	x	x	x		x	x	x	x		x			1	Case Information Update

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: Notification of Location
PROCESS ID: 3.3

MATRIX F-AK-11. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Alaska Occupancy and Use

TOTAL AUTOMATED = 2
TRUE CANDIDATES = 1

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive CF from "Apln Validity Check"																						
2	1	M	Receive CF from "Field Rpt Review"																						
3	1	A	Prepare Notice of Location	2	2	1	1	2	2	11.67	G								x		x			3	Word Processing
3	1	M	Send Notice to Interested Parties																						
4	1	M	Add Protest to CF If Received																						
4	1	A	Update AALMRS	4	4	4	4	4	4	4.00	G	x	x	x		x	x	x			x		x	1	Case Information Update
5	1	M	Send CF to "Field Rpt Review" if Not Done																						
6	1	M	Send CF to "Legal Review" if Field Rpt Done																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS: Application Rejection
PROCESS ID: 3.4

MATRIX F-AK-12 ... ESS EVALUATION (CANDIDATES)
CASE TYPE: Alaska Occupancy and Use

TOTAL AUTOMATED = 3
TRUE CANDIDATES = 2

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	PRIORITY 2	PRIORITY 3	PRIORITY 4	PRIORITY 5	PRIORITY 6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS: EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION: CAT	USER REQUIREMENTS
1	1	M	Receive CF from "Application Validity Check"																						
1	1	M	Receive CF from "Field Report Review"																						
2	1	A	Prepare Rejection Decision	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
2	1	M	Send Decision to Applicant & Interested Partl																						
3	1	A	Update AALMRS	4	4	4	4	4	4	4.00	G	x	x			x	x	x			x	x		1	Case Information Update
3	1	A	Update Land Status Data	4	4	4	4	4	4	4.00	G	x	x	x		x	x	x				x		5	Plat Records Entry & Update
4	1	M	Close CF if All Parcels Conveyed or Closed																						
4	1	M	Send CF to Docket																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

FOR OFFICIAL USE ONLY
FOR OFFICIAL USE ONLY

DFD PROCESS: Field Report Review
PROCESS ID: 3.5

MATRIX F-AK-13. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Alaska Occupancy and Use

TOTAL AUTOMATED = 3
TRUE CANDIDATES = 1

IPO SUB PARA#	SENT	DET	PROCESS (CANDIDATES)	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive CF from "Apln Validity Check"																						
1	1	M	Receive CF from"Notification of Location"																						
1	1	M	Receive CF from "Public Notification"																						
2	1	A	Request Rpts from Resource Evaluation	4	4	2	2	1	2	2.50	G									x		x			3 Electronic Mail
3	1	M	Receive Rpts from Resource Evaluation																						
3	1	M	Send CF to "Apln Rej" If Value for Locatables																						
4	1	A	Prep Min Resrv Dec If Value for Leasables	2	2	1	1	2	2	1.67	G								x			x			3 Word Processing
4	1	M	Send Decision to Applicant and Parties																						
5	1	M	Send CF to "Notif of Locat" if Locatn Changed																						
6	1	M	Send CF to "Legal Review" If No Value/Change																						
7	1	A	Update ARLMRS	4	4	4	4	4	4	4.00	G	x	x			x	x	x			x		x		1 Case Information Update

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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MATRIX F-AK-1 PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Alaska Occupancy and Use

TOTAL AUTOMATED = 3
TRUE CANDIDATES = 3

IPO SUB PARA	SENT	DET	PROCESS (CANDIDATES)	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	CAT	USER REQUIREMENTS
1	1	M	Rec CF from "Field Rpt or Notif of Location"																						
2	1	A	Retrieve Land Status Data	4	4	4	4	4	4	4.00	G	x	x			x	x	x		x				6	Map/Plat Query
3	1	A	Retrieve Township Data from AALMAS	0	2	2	2	3	4	2.17	G	x		x	x		x	x		x	x			1	Case Information Query
4	1	A	Receive Legal Reference from Legal Library	1	3	2	4	4	4	3.00	G					x	x			x	x			4	Legal Reference Query
5	1	M	Analyze Data from All Sources																						
6	1	M	Send CF to "ANILCA Proced" if ANILCA Case																						
7	1	M	Send CF to "Use & Occ Verif" if not ANILCA																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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IPD PROCESS: Use-Occupancy Verification
PROCESS ID: 3.7

MATRIX F-AK-15. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Alaska Occupancy and Use

TOTAL AUTOMATED = 2
TRUE CANDIDATES = 1

IPD SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS: EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION: CAT	USER REQUIREMENTS
1	1	M	Receive CF from "Legal Review"																						
2	1	M	Examine Evidence in CF for Legality/Policy																						
3	1	A	Prepare Request for Add'l Info from Applicant	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
3	1	M	Send Request to Applicant																						
3	1	M	Send Copy of Request to BIA																						
4	1	M	Rec Witness Statements from Applicant/BIA																						
4	1	A	Update ARLMRS	4	4	4	4	4	4	4.00	G	x	x			x	x	x			x	x		1	Case Information Update
5	1	M	Send CF to "Title Recov Verif" if Land Convey																						
5	1	M	to Party Other than Applicant																						
6	1	M	Send CF to "1906 Dec Issue" if Land Conveyed																						
6	1	M	to Applicant																						
7	1	M	Send CF to "Govt Contest" if Still Insuffict																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS ID: 4.1

MATRIX F-AK-16 [illegible]CESS EVALUATION (CANDIDATES)
CASE [illegible]laska Occupancy and Use

TOTAL AUTOMATED = 2
TRUE CANDIDATES = 1

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive CF from "Legal Review"																						
2	1	A	Prepare Decision to Approve Native Allotment	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
2	2	M	Send Decision to Applicant & Parties																						
3	1	M	Reject any Conflicting Claims																						
4	1	A	Update AALMRS with Township Data	4	4	4	4	4	4	4.00	G	x	x			x	X	x			x	x		1	Case Information Update
5	1	M	Send CF to "Survey, Complince, Cert"																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS ID: 4.2

MATRIX F-AK-17. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Alaska Occupancy and Use

TOTAL AUTOMATED = 6
TRUE CANDIDATES = 3

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive CF from "Decision Issuance"								G														
1	2	A	Request Survey from Alaska Survey	4	4	2	2	1	2	2.50	G									x	x			3	Electronic Mail
2	1	M	Receive Survey Documents																						
2	1	A	Prepare Notification of Conformance to Survey	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
2	1	M	Send Notice to Applicant & Parties																						
3	1	A	Prepare Agreement of Survey of Inholdings	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
3	1	M	Send Agreement to Adjoining Landowner																						
3	1	M	Receive Signed Agreement																						
4	1	M	Send CF to Next Process if Allotment Found to be Lands Previously Conveyed to Another Party w/out Excluding Native Allotment																						
5	1	A	Prepare Certificate of Allotment	4	4	3	1	2	3	2.83	G							x	x		x			1	Case Form Document Preparation
5	1	M	Send Certificate to Applicant thru BIA																						
6	1	A	Update ARLMRS	4	4	4	4	4	4	4.00	G	x	x	x		x	x	x	x		x			1	Case Information Update
6	1	A	Update Records	4	4	4	4	4	4	4.00	G	x	x	x		x	x					x		5	Plat Records Entry/Update
7	1	M	Close CF If All Parcels Closed or Conveyed																						
7	1	M	Send CF to Docket																						
8	1	M	Send Cpy of Certif. to "Min Estate CF Review"																						

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS ID: 5.1

MATRIX F-HR-18. PROCESS EVALUATION (CANDIDATES)
CASE T[illegible] Alaska Occupancy and Use

TOTAL AUTOMATED = 2
TRUE CANDIDATES = 1

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive CF from "Use & Occ Verif, Survey Compl Certification, or Survey & Cult. Compl" If Valid Claim Exists on Conveyed Lands																						
2	1	A	Prepare Request for Add'l Info	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
2	1	M	Receive Add'l Info & Witness Statements																						
3	1	M	Send CF to Regional Solicitor for Review																						
4	1	M	Send CF to "Pre-land Reconvey" if Sol Concurs																						
5	1	M	Send CF to "BLM Hearing" if Insufficient Evid																						
6	1	A	Update ARLMRS	4	4	4	4	4	4	4.00	G	x	x			x	x	x		x	x			1	Case Information Update
7	1	M	Send CF to "Pre-land Reconvey" if Evidence Produces Sufficient Claim																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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BLM PROCESS: DEC Hearing

PROCESS ID: 5.2

MATRIX F-AK-19. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Alaska Occupancy and Use

TOTAL AUTOMATED = 4
TRUE CANDIDATES = 2

IPO SUB PARA	SENT	DET	PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive CF from "Title Recovery Verification"																						
2	1	A	Prepare Notice of Hearing	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
2	1	M	Send Notice/Copies to Applicant & Parties																						
3	1	M	Receive Testimony from Applicant & Parties																						
4	1	M	Hearing Officer Makes Dec Based on All Eviden																						
5	1	A	Prepare Hearing Rejection Decision	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
5	1	M	Send Decision to Applicant & Parties																						
7	1	A	Update AALMRS	4	4	4	4	4	4	4.00	G	x	x			x	x	x			x	x		1	Case Information Update
7	1	A	Update Records	4	4	4	4	4	4	4.00	G	x	x	x		x	x				x	x		5	Plat Records Entry/Update
8	1	M	Close CF if All Parcels Closed/Conveyed																						
8	1	M	Send CF to Docket																						
9	1	M	Send CF to "Pre-land Recon" if Dec Favorable to Applicant																						

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS ID: 6.1

MATRIX F-AK-20 ESS EVALUATION (CANDIDATES)
CASE Alaska Occupancy and Use

TOTAL AUTOMATED = 2
TRUE CANDIDATES = 1

IPO SUB PARA	SENT	DET	PROCESS (CANDIDATES)	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	CAT	USER REQUIREMENTS
1	1	M	Receive CF from "Use & Occ Verif or CF Valid"																						
3	1	M	Send CF & Proposed Contest Complaint to Solic																						
4	1	M	Send CF 1906 Proced" if Sol Does Not Concur																						
5	1	M	Receive CF w/Concurrance from Solicitor																						
5	1	A	Prepare Final Contest Complaint	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
5	1	M	Send Contest to Applicant & Parties																						
6	1	M	Rec Contest Complaint Response from Applicant																						
7	1	M	Send Contest File to Office of Hrngs & Appeal																						
8	1	M	Rec Hrng Notice from Offc of Hrngs & Appls																						
9	1	M	Receive Contest Decision from Law Judge																						
10	1	M	Send CF to "Apln Reject" if Law Judge Upholds BLM Decision																						
11	1	M	Send CF to "1906 Decision" if not Upheld																						
12	1	A	Update AALMRS	4	4	4	4	4	4	4.00	G	x	x	x		x	x	x	x		x			1	Case Information Update

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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BLM PROCESS: Application Rejection
PROCESS ID: 6.2

MATRIX F-AK-21. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Alaska Occupancy and Use

TOTAL AUTOMATED = 3
TRUE CANDIDATES = 2

IPC SUB PARA	SEN	DET	PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive CF from "Government Contest"																						
2	1	A	Prepare Rejection Decision	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
2	1	M	Send Decision to Applicant & Parties																						
4	1	A	Update ARLMRS	4	4	4	4	4	4	4.00	G	x	x			x	x	x			x	x		1	Case Information Update
4	1	A	Update Land Status Data	4	4	4	4	4	4	4.00	G	x	x	x		x	x					x		5	Plat Records & Entry/Update
5	1	M	Close CF if All Parcels Closed/Conveyed																						
5	1	M	Send CF to Docket																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS ID: 7.1

MATRIX F-AK-22. ESS EVALUATION (CANDIDATES)
CASE laska Occupancy and Use

TOTAL AUTOMATED = 3
TRUE CANDIDATES = 2

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive CF from Docket																						
2	1	A	Review Land Status of "Back Lands"	4	4	4	4	4	4	4.00	G	x		x			x	x	x		x				6 Map/Plat Query
2	1	A	Check Against PLO 1613 Criteria	1	3	2	4	4	4	3.00	G						x		x		x		x		4 Legal Reference
3	1	A	Prepare Request Subdivision Plat	2	2	1	1	2	2	1.67	G									x			x		3 Word Processing
3	1	M	Send Request to Applicant																						
4	1	M	Receive Subdivision Plat																						
4	1	M	Send CF to "PLO 1613 Apln Rej" if Apln Does Not Meet PLO 1613 Criteria																						
5	1	M	Send CF to "Land Review" if Apln Meets Criter																						

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS ID: 7.2

MATRIX F-AK-23. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Alaska Occupancy and Use

TOTAL AUTOMATED = 7
TRUE CANDIDATES = 1

PARA	PO SUB	SENT	DET	PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	1	M	Receive CF from Previous Process																						
2	1	1	A	Req Leasable Min Rpt from Resource Evaluation	4	4	2	2	1	2	2.50	S									x	x			3	Electronic Mail
2	1	1	M	Rec Leasable Min Rpt																						
3	1	1	A	Prep Min Resrv Decision if Value for Mins	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
3	1	1	M	Send Decision to Applicant																						
4	1	1	M	Continue w/ Process if No Mineral Value																						
5	1	1	A	Request Survey from AK Survey	4	4	2	2	1	2	2.50	G									x	x			3	Electronic Mail
5	1	1	M	Receive Survey Documents																						
6	1	1	A	Request Appraisal Rpt from Resource Eval	4	4	2	2	1	2	2.50	G									x	x			3	Electronic Mail
7	1	1	M	Send CF to "Pre-Land Reconvey" if Survey Show																						
				Applicant's Land Conveyed to Another Party																						
8	1	1	M	Receive Appraisal Report																						
8	1	1	A	Prepare PLO 1613 Package when Apprsl Rec'vd	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
8	1	1	M	Send Package to Applicant																						
8	1	2	M	Include Conformance to Survey for Unsurveyed																						
				Highway Lots																						
10	1	1	A	Prep Req for Purch Price & Affadavit of Owner	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
10	1	1	M	Send Request to Applicant																						
11	1	1	M	Rec Affadavit & Purchase Price from Applicant																						
11	1	1	M	Send CF to "Patent Preparation"																						
12	1	1	M	Send CF to "PLO 1613 Apln Rej" if Purchase																						
				Price Not Submitted																						
13	1	1	A	Update AALMRS	4	4	4	4	4	4	4.00	G	x	x			x	x	x			x	x		1	Case Information Update

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

FOR OFFICIAL USE ONLY

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PROCESS ID: 7.3

MATRIX F-AK-2A PROCESS EVALUATION (CANDIDATES)
CASE: Alaska Occupancy and Use

TOTAL AUTOMATED = 3
TRUE CANDIDATES = 2

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Rec CF from "PLO 1613 Apln Rev" or"Land Rev"																						
2	1	A	Prepare Rejection Decision	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
3	1	M	Send Decision to Applicant & Other Parties																						
4	1	A	Update AALMRS	4	4	4	4	4	4	4.00	G	x	x			x	x	x			x	x		1	Case Information Update
4	1	A	Update Records	4	4	4	4	4	4	4.00	G	x	x	x		x	x					x		5	Plat Records Entry/Update
5	1	M	Close CF																						
6	1	M	Send CF to Docket																						

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS ID: 7.4

MATRIX F-AK-25. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Alaska Occupancy and Use

TOTAL AUTOMATED = 4
TRUE CANDIDATES = 3

IPO SUB PARAM	SENT	DET	PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive CF from "Land Review"																						
2	1	M	Adjudicate Conflicting Applications																						
2	1	A	Prep Rejection Decisions for Rejected Aplns	2	2	1	1	2	2	1.67	6								x		x			3	Word Processing
2	1	M	Send Decision(s) to Applicants & Parties																						
2	1	M	Send CF to Appeals if Appeal Filed																						
3	1	A	Prepare Patent	4	4	3	1	2	3	2.83	6							x	x		x			1	Case Form/Document Preparation
3	1	M	Issue Patent to Applicant																						
3	1	M	Send Copies to Conveyances																						
4	1	A	Update AALMRS	4	4	4	4	4	4	4.00	6	x	x			x	x	x			x	x		1	Case Information update
4	1	A	Update Records/Land Status	4	4	4	4	4	4	4.00	6	x	x	x		x	x					x		5	Plat Records Entry/Update
5	1	M	Close CF																						
6	1	M	Send CF to Docket																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS ID: 8.1

MATRIX F-AK-26. ESS EVALUATION (CANDIDATES)
CASE T laska Occupancy and Use

TOTAL AUTOMATED = 4
TRUE CANDIDATES = 0

IPC SUB PARA	SENT	DET	PROCESS (CANDIDATES)	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive CF from Various Other Processes																						
1	2	A	Request a Survey if Not Adequately Done	4	4	2	2	1	2	2.50	G									x	x			3	Electronic Mail
2	1	M	Receive Survey Documents from AK Survey																						
3	1	A	Prepare Request for Draft Quit Claim Deed	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
3	1	M	Send Request to Landowner																						
4	1	M	Receive Draft Title Documents from Landowner																						
5	1	M	Send CF to Solic if Lndwnr Does Not Send Titl																						
5	2	M	Continue Processing if Solicitor Suit Success																						
6	1	A	Prep Req for Insur if Landowner Isn't the Sta	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
6	1	M	Send Request to Landowner																						
7	1	M	Rec Prelim Title Insurance from Title Co																						
8	1	A	Prepare Req to Verify Native Corporation Is In Good Standing	2	2	1	1	2	2		G								x		x			3	Word Processing
8	1	M	Send Request to State Dept of Commerce																						
9	1	M	Receive Good Standing Verification																						
9	1	M	Send CF to "Title Review"																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS ID: 8.2

MATRIX F-AK-27. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Alaska Occupancy and Use

TOTAL AUTOMATED = 3
TRUE CANDIDATES = 1

IPC SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive CF from "Pre-Land Reconvey"																						
2	1	M	Send Prelim Title Package to Solicitor																						
2	1	M	Rec Title Package w/ Opinion from Solicitor																						
3	1	M	Deficiencies are Corrected if Found																						
3	2	M	Request Cert of Inspection from Resource Eval																						
4	1	M	Receive Certificate of Inspection																						
5	1	A	Request Executed QCD from Landowner	2	2	2	1	1	2	1.67	G								x		x			3	Word Processing
6	1	M	Receive QCD and Official Accept Title																						
7	1	M	Send Final Title Package to Title Co if Landowner Is not State of Alaska																						
7	2	M	Receive Final Title Insurance w/ Package																						
8	1	M	Send Finl Titl Pack to Dist Record if AK Stat																						
8	2	M	Receive Final Title Package Back																						
9	1	A	Update AALMRS	4	4	4	4	4	4	4.00	G	x	x			x	x	x			x		x	1	Case Information Update
10	1	M	Send Finl Title Pack to Sol for Final Opinion																						
11	1	M	Receive Final Solicitor Opinion																						
11	1	A	Prepare Notif of Accept. of Title	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
11	1	M	Send Notification to Landowner																						
12	1	M	Send CF to "ANCSA Apln Rev/State Apln Rev/Fin Easmnt Rev" if Lands for ANCSA/State/17(b)																						
13	1	M	Send CF to "Public Prep" if From Srvr Determ																						
14	1	M	Send CF to "Cert/Patent Issued" if Not Above																						

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS ID: 8.3

MATRIX F-AK-2B. PROCESS EVALUATION (CANDIDATES)
CASE 1 Alaska Occupancy and Use

TOTAL AUTOMATED = 5
TRUE CANDIDATES = 5

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive CF from "Title Review"																						
2	1	A	Prepare Cert of Allotment if for Native Allot	4	2	2	1	2	2.50	6								x	x		x			1	Case Form/Document Preparation
2	1	A	Prepare Certification	4	2	2	1	2	2.50	6								x	x		x			1	Case Form/Document Preparation
2	1	M	Send Certification to Applicant thru BIA																						
3	1	A	Prepare Patent if for Other than Native Allot	4	2	2	1	2	2.50	6								x	x		x			1	Case Form/Document Preparation
3	1	M	Send patent to Applicant																						
4	1	A	Update ARLMRS	4	4	4	4	4	4.00	6		x	x			x	x	x			x	x		1	Case Information Update
4	1	A	Update Records/Status	4	4	4	4	4	4.00	6		x	x	x		x	x					x		5	Plat Records Entry/Update
5	1	M	Close CF if All Parcels Conveyed																						
5	1	M	Send CF to Docket																						
6	1	M	Send Copies of Cert of Allot/Patent to Convey for Disposition of Retained Min Estate																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS ID: 9.1

MATRIX F-AK-29. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Alaska Occupancy and Use

TOTAL AUTOMATED = 5
TRUE CANDIDATES = 2

IPO SUB PARA	SENT	DET	PROCESS (CANDIDATES)	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive CF from "Case Validation"																						
2	2	A	Req Estimate of Survey Cost from Survey If	4	4	2	2	1	2	12.50	G									x		x			3	Electronic Mail
			Apln is for HQTRS or Trade & Manufact. Site																						
3	1	M	Receive Estimated Survey Costs																						
3	1	A	Prepare Cost Estimate	2	2	1	1	2	2	11.67	G								x		x				3	Word Processing
3	1	M	Send Estimate to Applicant																						
4	1	M	BLM Pays for Survey if Homesite																						
5	1	M	Req Survey from AK Survey																						
6	1	A	Notify AK Survey, If Applic Hires Pvt Survey	4	4	2	2	1	2	12.50	G									x		x			3	Electronic Mail
7	1	M	Receive Survey Documents																						
8	1	M	Send CF to "Pre-Land Recon" if Survey Deter																						
			Land Conveyed to Party Other than Applican																						
9	1	M	Send CF to Next if Survey OK																						
10	1	A	Update AALMRS	4	4	4	4	4	4	14.00	G	x	x			x	x	x			x		x		1	Case Information Update
10	1	A	Update Land Status	4	4	4	4	4	4	14.00	G	x	x	x		x	x		x				x		5	Plat Records Entry/Update

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS ID: 9.2

MATRIX F-AK-30 CESS EVALUATION (CANDIDATES)
CASE Alaska Occupancy and Use

TOTAL AUTOMATED = 3
TRUE CANDIDATES = 1

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Rec CF from "Survey Determ/Title Rev"								G														
2	1	A	Prepare Notice of Purchase Prices Required	2	2	1	1	2	2	11.67	G								x		x			3	Word Processing
2	1	A	Prepare Notice of Conformance to Survey	2	2	1	1	2	2	11.67	G								x		x			3	Word Processing
2	1	M	Send Notices to Applicant																						
3	1	M	Send Publication Pack to Applicant if Reqrd																						
4	1	M	Receive Affadavit of Publication from Publshr																						
5	1	M	Receive Proof of Pub from Applicant																						
5	1	M	Send Purchase Price to Docket																						
6	1	A	Update ARLMRS	4	4	4	4	4	4	14.00	G	x	x			x	x	x			x	x		1	Case Information Update
7	1	M	Receive Adverse Claim Notice from Public																						
7	1	M	Send CF to Docket																						

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS ID: 9.3

MATRIX F-AK-31. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Alaska Occupancy and Use

TOTAL AUTOMATED = 4
TRUE CANDIDATES = 2

IPO SUB PARAM	SENT	DET	PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1		M	Receive CF from "Pub Prep" or "Patent Iss"																						
2	1	A	Prep Rejec Decis if Proof of Pub Not Submit	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
2	1	M	Send Decision to Applicant																						
2	1	M	Send CF to Appeals if Appeal Filed																						
3	1	A	Prep Rejec Decis if Director Does Not Concur	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
3	1	M	Send Decision to Applicant																						
3	1	M	Send CF to Appeals if Appeal Filed																						
4	1	A	Update AALMRS	4	4	4	4	4	4	4.00	G	x	x			x	x	x			x	x		1	Case Information Update
4	1	A	Update Records/Land Status	4	4	4	4	4	4	4.00	G	x	x	x		x	x					x		5	Plat Records Entry/Update
5	1	M	Close CF if Parcel Rejected or Conveyed																						
6	1	M	Send CF to Docket																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS ID: 9.4

MATRIX F-AK-32. ESS EVALUATION (CANDIDATES)
CASE Alaska Occupancy and Use

TOTAL AUTOMATED = 5
TRUE CANDIDATES = 4

PARAG.	SEQ	SEC	CANDIDATES: PROCESS	PRIORITY 1	PRIORITY 2	PRIORITY 3	PRIORITY 4	PRIORITY 5	PRIORITY 6	AVG	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive CF from "Pub Prep"																					
2	1	M	Verify Survey Costs from AK Survey																					
2	1	M	Receive Notice of Payment from AK Survey																					
3	1	M	No Proof Reqrd if BLM Paid for Survey																					
4	1	A	Check Land Status Data	4	4	4	4	4	4	4.00	G	x		x		x	x						6	Map/Plat Query
5	1	A	Prepare Conflicting Claims Decision	2	2	1	1	2	2	1.67	G							x		x			3	Word Processing
5	1	M	Send Decision to Applicant and Parties																					
5	1	M	Send CF to Appeals if Appeal Filed																					
6	1	A	Prepare Patent	4	4	3	1	2	3	2.83	G						x	x		x			1	Case Form/Document Preparation
6	1	M	Issue Patent																					
6	1	M	Send Copy to Conveyances																					
7	1	A	Update AALMRS	4	4	4	4	4	4	4.00	G	x	x			x	x	x		x	x		1	Case Information Update
7	1	A	Update Records/Land Status	4	4	4	4	4	4	4.00	G	x	x	x		x	x				x		5	Plat Records Entry/Update
8	1	M	Send CF to Docket																					

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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CASE TYPE: OCCUPANCY AND USE WITH (ALASKA)

DATA DICTIONARY ELEMENT				EVALUATION CRITERIA			ALMRS AUTOMATED DATA AREAS **													
DATA NAME	DATA TYPE	SEC	DET	INTERNAL SYSTEM	SATISFY USER REQUIREMENT	LAND DESC	OWN&STATI	SER#LOG	STIP	REGU REFR	DOC REFR	CASE ACTS	BOND	SURE	QUAL	MSTR NAME	RES DATA	GED COOR
Accounting Advice	Record	G	A		2							x						
Acknowledgement	Flow	G	A		3*													
Additional Information	Aggregate	G	A		1							x						
Adverse Claim Notice	Record	G	A		3*													
Affidavit of Publication	Aggregate	G	M															
Agreement of Survey of Inholdings	Record	G	M															
Allotment Application	Record	G	A		1							x						
AALMRS	System	S	A	x	1,5,6	x	x	x				x						
Appeal	Flow	G	M															
Application	Record	G	A		1							x						
Application Fee	Element	G	A		2							x						
Application for Extension	Record	G	M															
Application for PLO 1613	Record	G	A		1	x						x						
Application to Purchase	Flow	G	M															
Appraisal Report	Record	G	A		1,3							x						
Assignment Claim	Record	G	A		1	x						x						
CDT Application	Record	G	A		1,2,5							x						
Case File	File	S	A		1,5	x	x	x				x						
Case Information	Record	G	A		1			x				x						
Case Updates	Flow	G	A	x	1,5		x					x						
Certification of Allotment	Record	G	M															
Certification of Eligibility	Record	S	M															
Certification of Inspection	Record	G	A		3*													
Conflict Claims Decision	Record	G	M															
Conformance to Survey	Record	G	A		3*													
Contest Complaint	Record	G	A		3*													
Contest File	File	G	M															
Contest Decision	Record	G	M															
Cultural Report	Record	G	M															
Dcsn-Accept-Cot-Apln	Record	G	M															
Decision	Aggregate	G	A		3*													
Decision on Annual Proof	Record	G	A		3*													

LEGEND: (USER REQUIREMENT CATEGORIES)

1. Case Transactions
2. Case Accounting Processing
3. Office Support
4. Legal Reference Control
5. Land Status Records Processing
6. Query Processing
7. System Chargeback
8. Document Reference
9. Management Information Processing
10. Information Transfer
11. Qualification Processing
12. Resource Information Processing
13. Acreage Control Processing
14. Inspection Data Processing

** ALMRS Data Areas are based on original objectives identified in the "ALMRS" Pamphlet Approved By the BLM Director.

* By-product of an automated process.

SECurity:
G - General
S - Sensitive

DETermination:
A - Automated Candidate
M - Manual

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DATA DICTIONARY ELEMENT				EVALUATION CRITERIA		** ALMRS AUTOMATED DATA AREAS												
DATA NAME	DATA TYPE	SEC	DET	INTERNAL SYSTEM	SATISFY USER REQUIREMENT	LAND DESC	OWN& STAT	USER& LOG	STIP	REGU REFR	DOC REFR	CASE ACTS	BOND	SURE	QUAL	INSTR NAME	IRES DATA	GED COOR
Decision on Assignment	Record	G	A		3*													
Decision on Contest	Record	G	A		3*													
Decision on Extension	Record	G	A		3*													
Decision on Withdrawal Revocation	Record	G	A		3*													
Decision Rejecting Application	Record	G	A		3*													
Decision Rejecting CDT Application	Record	G	A		3*													
Decision Rejecting Entry	Record	G	A		3*													
Deposit	Flow	G	A		2							x						
Development Cost	Record	G	M															
DLE Annual Proof	Record	G	M															
DLE Application	Record	G	A		1							x						
Draft Charges	Record	G	M															
Economic Analysis Report	Record	G	A		3,5,12							x						
Economic Analysis System	System	S	A		3,5,12,13							x						
Equitable Adjudication	Record	G	A		3*													
Equitable Adjudication Package	Set	G	A		3*													
Evidence of Settlement	Record	G	A		3*													
Fanny Barr Notice	Flow	G	A		3*													
Fee Patent	Record	G	M															
Filing Fee	Element	G	A		2							x						
Fin-Dcsn-Land-Class	Record	G	A		3*													
Final Proof Testimony	Flow	G	M															
Future Action File	Store	S	A		1,5							x						
Good Standing	Flow	G	A		3*													
Hearing Decision	Record	G	M															
Hearing Notice	Record	G	A		3*													
Historical Index	Record	G	A		5		x											
Information	Record	G	M															
Init-Dcsn-land Class	Record	G	A		3*													
Investigation Report	Record	G	A		3*													
Land Classification Decision	Record	G	A		3*													
Land Patent	Record	G	A		1,3	x	x	x				x						

LEGEND: [USER REQUIREMENT CATEGORIES]

1. Case Transactions
2. Case Accounting Processing
3. Office Support
4. Legal Reference Control
5. Land Status Records Processing
6. Query Processing
7. System Chargeback
8. Document Reference
9. Management Information Processing
10. Information Transfer
11. Qualification Processing
12. Resource Information Processing
13. Acreage Control Processing
14. Inspection Data Processing

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DATA DICTIONARY ELEMENT				EVALUATION CRITERIA		** ALMRS AUTOMATED DATA AREAS													
DATA NAME	DATA TYPE	SEC	DET	INTERNAL SYSTEM	SATISFY USER REQUIREMENT	LAND DESC	OWN STAT	SER LOG	* STIP	REGU REFR	DOC REFR	CASE ACTS	BOND	SURE	QUAL	INSTR NAME	RES DATA	GED CODR
Land Status Data	Record	G	A		1	x	x	x				x							
Land Status Updates	Flow	G	A		1	x	x	x				x							
Legal References	Aggregate	G	A		4,8				x	x									
Legal Library	Flow	G	A		4,8				x	x									
Limited Waiver	Record	G	M																
Master Title Plat	Record	G	A		5							x							
Memorandum	Record	S	A		3*														
Mineral Report	Aggregate	G	A		3*														
Mineral Reservation Decision	Record	G	M																
Notice	Record	G	A		3*														
Notice of Allowance	Record	G	A		3*														
Notice of Application Denial	Record	G	A		3*														
Notice of Hearing	Record	G	A		3*														
Notice of Intention to Make Proof	Record	G	M																
Notice of Location	Record	G	M																
Notice of Payment	Record	G	A		3*														
Notice of Purchase Price	Record	G	A		3*														
Notice of Statutory Life	Record	G	A		3*														
Notice to Vacate	Record	G	A		3*														
Notification of Acceptance of Title	Record	G	A		3*														
Notification of Action Taken	Record	G	A		3*														
Notification of Alternative Action	Record	G	A		3*														
Notification of Approved Decision	Flow	G	A		3*														
Notification of Authorized Use	Record	G	M																
Notification of Final Proof	Record	G	A		3*														
Notification of Payment	Record	G	A		2,3							x							
Notification of Relinquishment	Record	G	A		1,3	x	x	x				x							
Notification of Unauthorized Use	Record	G	A		3*														
Ownership Proof	Record	G	M																
Patent	Set	G	M																
Payment	Element	G	A		2							x							
Petition for Withdrawal Revocation	Record	G	A		1,3							x							

LEGEND: [USER REQUIREMENT CATEGORIES]

1. Case Transactions
2. Case Accounting Processing
3. Office Support
4. Legal Reference Control
5. Land Status Records Processing
6. Query Processing
7. System Chargeback
8. Document Reference
9. Management Information Processing
10. Information Transfer
11. Qualification Processing
12. Resource Information Processing
13. Acreage Control Processing
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DATA DICTIONARY ELEMENT				EVALUATION CRITERIA			ALMRS AUTOMATED DATA AREAS **												
DATA NAME	DATA TYPE	SEC	DET	INTERNAL SYSTEM	SATISFY USER REQUIREMENT	LAND DESC	OWN STAT	USER LOG	REGU STIP	DOC REFR	DOC REFR	CASE ACTS	BOND	SURE	QUAL	MSTR NAME	RES DATA	GEO COOR
PLO 1613 Package	Record	G	A		1,3							x						
Proof Notice	Record	G	M															
Proof of Publication	Record	G	M															
Prop-Dcsn-Land-Class	Record	G	A		3*													
Protest	Flow	G	M															
Publication Package	Record	G	A		1,3							x						
Purchase Price	Record	G	A		2,3							x						
Quiet Title Complaint	Flow	G	A		3*													
Quit Claim Deed	Record	G	A		3*													
Recommendations	Record	G	A		3*													
Records	Aggregate	G	A		1		x					x						
Request for Additional Information	Record	G	A		3*													
Request for Fee Patent	Record	G	M															
Request for Inspection	Record	G	A		3*													
Request for Investigation	Record	G	A		3*													
Request for Land Appraisal	Record	G	M															
Request for Land Classification	Record	G	A		1,3	x						x						
Request for Resource Information	Record	G	A		3*													
Request for Survey	Record	G	A		1,3							x						
Request for Withdrawal Review	Record	G	M															
Request Legal Review	Record	G	M															
Request Trespass Action	Record	G	A		3*													
Resource Plan(s)	Set	G	M															
Resource Report	Set	G	A		3*													
Response to Complaint	Flow	G	M															
Response to Notification	Record	G	M															
Serial Number	Element	G	A		8							x						
Serial Number Log	Store	G	A		1,5			x					x					
Serial Register Page	Record	G	A		1,5	x	x	x				x	x					
Settlement Requirement Notice	Record	G	A		3*													
Settlement Testimony	Flow	G	M															
Soil Type	Flow	G	A		12,13												x	

LEGEND: (USER REQUIREMENT CATEGORIES)

1. Case Transactions
2. Case Accounting Processing
3. Office Support
4. Legal Reference Control
5. Land Status Records Processing
6. Query Processing
7. System Chargeback
8. Document Reference
9. Management Information Processing
10. Information Transfer
11. Qualification Processing
12. Resource Information Processing
13. Acreage Control Processing
14. Inspection Data Processing

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DATA DICTIONARY ELEMENT				EVALUATION CRITERIA		ALMRS AUTOMATED DATA AREAS **												
DATA NAME	DATA TYPE	SEC	DET	INTERNAL SYSTEM	SATISFY USER REQUIREMENT	LAND DESC	OWN STAT	USER LOG	* STIP	REGU REFR	DOC REFR	CASE ACTS	BOND	SURE	QUAL	MSTR NAME	RES DATA	GED COOR
Statement of Publication	Record	G	M															
Survey Cost Estimate	Record	G	A		2,3							x						
Survey Documents	Record	G	A		3*													
Survey Information	Record	G	A		3*													
Survey Request	Aggregate	S	A		3*													
Suspense Card	Record	G	A		1,5			x				x						
Testimony	Flow	G	M															
Title Documents	Record	G	M															
Title Insurance	Record	G	M															
Title Package	Aggregate	G	M															
Township Data	Record	G	A	x	5		x											
Transmittal Letter	Record	G	A		3*													
Trust Patent	Record	G	M															
Water Permit	Record	G	M															
Withdrawal Review Findings	Record	G	A		3*													
Witness Statement	Record	G	M															
Working File	Set	G	M															

LEGEND: [USER REQUIREMENT CATEGORIES]

1. Case Transactions
2. Case Accounting Processing
3. Office Support
4. Legal Reference Control
5. Land Status Records Processing
6. Query Processing
7. System Chargeback
8. Document Reference
9. Management Information Processing
10. Information Transfer
11. Qualification Processing
12. Resource Information Processing
13. Acreage Control Processing
14. Inspection Data Processing

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GRANTS

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DFD PROCESS PRIMITIVES				MISSION ELEMENTS												PROCESS EVALUATION MATRIX
				RECORDS				RESOURCES				TECHNICAL				
PROCESS IDENTIFIER	TITLE	DET	n/t	PRE	POST	SUPP	MAINT	INVEN	ANALY	MON/C	IMPLE	PLAN	INFO	ANALY	PROD	ADMIN	
1.1.2.2.5.1	Process Application	A	7/8	x		x											G-1
1.1.2.2.5.2	Case Processing	A	1/6	x													G-2
1.1.2.2.5.3	Legal Decision	A	3/7	x													G-3
1.1.2.2.5.4.1	Compliance Check	A	3/3		x		x										G-4
1.1.2.2.5.4.2	Reversion	A	2/4		x	x											G-5

LEGEND:

A = Automated Process
M = Manual Process (cannot be automated)

n/t = Automation Factoring Summary
"n" is the total number of true automated candidates
"t" is the total number of automated processes

* Data Evaluation Matrix = XIII

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PROCESS ID 1 1 2 2 5 1

MATRIX G-1 PROCESS EVALUATION (CANDIDATES)
CASE TYPE Grants

TOTAL AUTOMATED = 6
TRUE CANDIDATES = 7

IPD SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	PROGRAM OBJECTIVES SEC	1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Aoln and Money from Applicant																						
2	1	A	Serialize Case File	4	4	4	4	4	4	4.00	S	x	x	x		x	x	x	x		x			1	Case Serialization
2	1	M	Build Case File																						
3	1	A	Prepare Accounting Advice	4	4	4	4	4	4	4.00	G		x			x	x	x	x		x			2	Accounting Form Preparation
3	1	M	Send Acctg Advice & Money to FMS																						
4	1	A	Check Aoln Against CFR	4	4	4	4	4	4	4.00	G		x			x				x				4	Legal Reference Query
5	1	A	Obtain Plat Copy	4	4	4	4	4	4	4.00	G	x	x			x	x	x		x				5	Map/Plat Query
5	1	A	Verify Land Descrip. Mathematically	4	4	4	4	4	4	4.00	G			x		x	x	x		x			x	5	Legal Description Interpretor
6	1	M	Check Survey Cost & 43 CFR 2621.4(a)																						
7	1	A	Prepare Additional Information Letter	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
7	1	M	Send Letter to Applicant																						
8	1	M	Receive Information Reply																						
9	1	M	Estimate Cost Reimbursement																						
9	1	M	Send Estimate to Applicant																						
11	1	M	Receive Money from Applicant																						
12	2	A	Prepare Accounting Advice	4	4	4	4	4	4	4.00	G		x			x	x	x	x		x			2	Accounting Form Preparation
12	2	M	Send Acctg Advice & Money to FMS (DSC)																						
13	1	A	Update Case Recordation	4	4	4	4	4	4	4.00	G	x	x			x	x	x	x			x		1	Case Information Update
14	M	M	Send Case File to "Adjudicate Case"																						

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS ID: 1 1 2 2 5 2

MATRIX G-2 PROCESS EVALUATION (CANDIDATES)
CA[illegible] Grants

TOTAL AUTOMATED = 6
TRUE CANDIDATES = 1

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive CF from "Process Application"																						
2	1	M	Send Copy of Apln to SMA																						
3	1	M	Receive SMA Comments																						
4	1	M	Send CF to Resource Eval for Reports																						
5	1	M	Receive CF from Resource Eval with Reports																						
6	1	A	Prepare Prelim Letter or SIS Letter	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
6	1	M	Send Letter to Applicant																						
7	1	A	Prepare Publication Notification-FR & Newspap	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
7	1	M	Send Notification to Applicant																						
7	1	M	Publish Notice in Federal Register																						
8	1	M	Rec Newspaper Certification from Applicant																						
8	2	M	Rec Comments from Protestors & Public																						
9	1	A	Prepare Recomms,Terms,Conds, Reservations	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
10	1	M	Negotiate as Necessary with Applicant																						
11	1	A	Prepare Finalized Recommendations, et al	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
12	1	A	Update Case Recordation	4	4	4	4	4	4	4.00	G	x	x			x	x	x	x					1	Case Information Update
13	1	M	Send CF to "Legal Decision"																						
13	1	A	Send Final Recomm, et al, to "Legal Decision"	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing

LEGEND

(PRIORITY)
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

(SECURITY)
- S - Sensitive
- G - General Data/Process

(PROGRAM OBJECTIVES)
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

(INFORMATION PROCESSING AREAS)
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

(DERIVED USER REQUIREMENT CATAGORIES (CAT))
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS ID: 1.1.2.2.5.3

MATRIX G-3. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Grants

TOTAL AUTOMATED = 7
TRUE CANDIDATES = 3

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Case File from "Case Processing"																						
2	1	A	Prepare Solicitor Review Request	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
2	1	M	Send Req w/ Clear List, Patent, Conveyance																						
3	1	M	Receive Solicitor Comments																						
4	1	M	Auth Officer Makes Final Dec on Grant																						
4	2	A	Prepare Rejection Decision	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
4	2	M	Send Decision to Applicant																						
5	1	M	Send Clear List/Patent/Conveyance to Applicnt																						
5	2	A	Prepare Endorsement Letter	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
5	2	M	Send Letter to State for Signature																						
6	1	M	Receive Signed Endorsement Letter																						
7	1	M	Send Clear List/Patent/Conveyance to BLM Offi																						
8	1	A	Update Records	4	4	4	4	4	4	4.00	G	x	x	x			x	x				x		5	Plat Records Entry/Update
9	1	A	Update Case Recordation	4	4	4	4	4	4	4.00	G	x	x			x	x	x	x			x		1	Case Information Update
10	1	A	Prepare Refund Notification	4	4	4	4	4	4	4.00	G		x			x	x	x	x					2	Accounting Form Preparation
10	1	A	Send Notification to FMS (DSC)	4	4	2	2	1	2	2.50	G									x	x			3	Electronic Mail
11	1	M	Send CF to Docket																						

LEGEND:

(PRIORITY)
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

(SECURITY)
- S - Sensitive
- G - General Data/Process

(PROGRAM OBJECTIVES)
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

(INFORMATION PROCESSING AREAS)
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

(DERIVED USER REQUIREMENT CATAGORIES (CAT))
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS ID: 1.1.2.2.5.4.1

MATRIX G-4 PROCESS EVALUATION (CANDIDATES)
(E: Grants

TOTAL AUTOMATED = 3
TRUE CANDIDATES = 3

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	A	Receive SRP w/ Future Action Suspense Date	4	4	4	4	4	4	4.00	G		x				x	x		x			x	1	Future Action Suspense
2	1	M	Receive Public/FAA Complaints/Comments																						
3	1	M	Receive CF from Docket																						
4	1	M	Conduct Field Inspection																						
4	2	M	Resolve Problems w/ Operator & FAA																						
5	1	M	Send CF to "Reversion"																						
6	1	A	Enter Next Future Action Suspense Date	4	4	4	4	4	4	4.00	G		x				x	x		x			x	1	Future Action Suspense
6	1	A	Update Case Recordation	4	4	4	4	4	4	4.00	G	x	x			x	x	x	x		x			1	Case Information Update
7	1	M	Send CF to Docket																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS ID: 1 1 2 2 5 4 2

MATRIX G-5. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Grants

TOTAL AUTOMATED = 4
TRUE CANDIDATES = 2

IPD SUB PARA#	SENT	DET	PROCESS (CANDIDATES)	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive CF from "Compliance Check"																						
2	1	A	Prepare Reconvevance Letter	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
2	1	A	Prepare Quit Claim Deed	4	4	3	1	2	3	2.83	G							x	x		x			1	Case Form/Document Preparation
2	1	M	Send Letter & Deed to Airport Operator																						
3	1	M	Recieve Letter & Deed Back from Operator																						
4	1	M	Schedule Administration Law Judge Hearing																						
4	2	A	Prepare ALJ Decision	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
4	2	M	Send ALJ Decision to Operator																						
5	1	M	Receive Notice of Appeal																						
5	1	M	Send CF from Appeals																						
6	1	M	Receive CF from Appeals																						
7	1	A	Update Case Recordation	4	4	4	4	4	4	4.00	G	x	x			x	x	x	x			x		1	Case Information Update
8	1	M	Send CF to Docket																						

LEGEND:

(PRIORITY)
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

(SECURITY)
- S - Sensitive
- G - General Data/Process

(PROGRAM OBJECTIVES)
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

(INFORMATION PROCESSING AREAS)
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

(DERIVED USER REQUIREMENT CATAGORIES (CAT))
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DATA DICTIONARY ELEMENT				EVALUATION CRITERIA		ALMRS AUTOMATED DATA AREAS **												
DATA NAME	DATA TYPE	SEC	DET	INTERNAL SYSTEM	SATISFY USER REQUIREMENT	LAND DESC	OWN& STAT	SER# LOG	STIP	REGU REFR	DOC REFR	CASE ACTS	BOND	SURE	QUAL	MSTR NAME	RES DATA	GEO COOR
Accounting Advice	Record	G	A		2	x	x	x				x						
Administrative Law Judge Decision	Record	G	A		1	x	x	x				x						
Adverse Comment	Record	G	M															
Application	Record	G	A		1							x						
CFR Information	Record	G	A		1,8						x	x						
Case File	File	G	M															
Clear List	Record	G	A		1	x	x	x			x	x						
Comments	Record	G	A		1							x						
Conveyance	Record	G	A		1	x	x	x	x			x						
Cost Reimbursement	Record	G	A		1,3							x						
Endorsement Letter	Record	G	A		1,3							x						
Information Letter	Record	G	A		1,3							x						
Information Reply	Record	G	A		1							x						
Money	Element	S	M															
Newspaper Certification	Record	G	M															
Newspaper Notification	Record	G	A		3*													
Notice of Proposed Grant	Record	G	M															
Patent	Record	G	A		1	x	x	x	x			x						
Plat	Record	G	A		5		x										x	
Preliminary Letter	Record	G	A		3*													
Public Input	Record	G	M															
Quit Claim Deed	Record	G	A		1	x	x	x				x						
Reconveyance Letter	Record	G	A		1,3	x		x				x						
Refund Notification	Record	G	A		1													
Rejection Decision	Record	G	A		1	x		x				x						
SMA Comments	Record	G	M															
Update Information	Record	G	A	x	1,5	x		x				x						

LEGEND: [USER REQUIREMENT CATEGORIES]

1. Case Transactions
2. Case Accounting Processing
3. Office Support
4. Legal Reference Control
5. Land Status Records Processing
6. Query Processing
7. System Chargeback
8. Document Reference
9. Management Information Processing
10. Information Transfer
11. Qualification Processing
12. Resource Information Processing
13. Acreage Control Processing
14. Inspection Data Processing

** ALMRS Data Areas are based on original objectives identified in the "ALMRS" Pamphlet Approved By the BLM Director.

* By-product of an automated process.

SECurity:
G - General
S - Sensitive

DETermination:
A - Automated Candidate
M - Manual

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SALES

DFD PROCESS PRIMITIVES				MISSION ELEMENTS												PROCESS EVALUATION MATRIX
				RECORDS				RESOURCES				TECHNICAL				
PROCESS IDENTIFIER	TITLE	SET	n/t	PRE	POST	SUPP	MAINT	INVENT	ANALY	MGMT/CON	IMPLE	PLAN	INFO	ANALYZ	PROD	ADMIN	
1.1.2.2.6.1.1.1	Proposal/Applicant Screening	A	14/21	X													H-1
1.1.2.2.6.1.1.2	Evaluate Suitability for Disposal	A	8/3	X													H-2
1.1.2.2.6.1.1.3	Case Processing	A	2/9	X													H-3
1.1.2.2.6.1.1.4	Management Decision	A	6/8	X													H-4
1.1.2.2.6.1.2	Process NOFP Application	A	12/20	X													H-5
1.1.2.2.6.1.3	Conduct Sale	A	6/7	X													H-6
1.1.2.2.6.1.4	Issue Conveyence	A	6/9	X													H-7
1.1.2.2.6.2.1	Compliance Check	A	5/9		X												H-8
1.1.2.2.6.2.2	Change of Use	A	2/3		X												H-9
1.1.2.2.6.2.3	Transfer of Title	A	2/5		X												H-10
1.1.2.2.6.2.4	Reversion	A	4/7		X												H-11

LEGEND:

A = Automated Process
M = Manual Process (cannot be automated)

n/t = Automation Factoring Glossary:
"n" is the total number of true automated candidates
"t" is the total number of automated processes

* Data Evaluation Matrix = XIII

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PROCESS ID: 1.1.2.2.6.1.1.1

MATRIX M-01. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: SALES

TOTAL AUTOMATED = 15
TRUE CANDIDATES = 9

IPO SUB PARA	SENT	DET	PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	A	Receive Applicant Proposal (203)	4	4	3	4	4	4	13.83	G		X			X		X	X		X	X	X	1	Case Document Preparation
1	1	M	Receive Money																						
1	1	A	Receive Application (209)	4	4	4	3	4	4	13.83	G		X			X		X	X		X	X	X	1	Case Document Preparation
2	1	A	Prepare Accounting Advice	4	4	4	3	4	4	13.83	G	X	X			X	X	X	X		X	X	X	2	Accounting Form Preparation
2	1	A	Send Accounting Advice to Accounting	4	3	4	1	3	4	13.17	G							X	X		X			3	Electronic Data Transfer
2	1	M	Send Money to Accounting																						
3	1	M	Date/Time Stamp Proposal/Application																						
4	1	M	Review State Directives																						
4	1	A	Serialize "209"/"203"	4	4	4	4	4	4	14.00	G	X					X	X	X		X			1	Case Serialization
5	1	M	Request Plat from File																						
5	1	A	Get Plat from File	4	4	3	4	4	4	13.83	G	X	X	X	X	X	X	X		X	X		X	5	Map/Plat Generation
6	1	A	Request Leases	4	4	4	4	4	4	14.00	G	X	X	X	X			X		X				6	Land Use/Plat Query
6	1	M	Review Plats/Leases for Flaws																						
7	1	M	Request RMP from File																						
7	1	M	Receive RMP																						
7	1	M	Review RMP with Proposal																						
8	1	M	Check RMP/Proposal for Flaws																						
8	1	A	Prepare List of Fatal Flaws	2	2	1	1	2	2	11.67	G								X		X			3	Word Processing
8	1	A	Prepare RMP Inconsistency Notification	2	2	1	1	2	2	11.67	G								X		X			3	Word Processing
8	1	M	Send RMP Inconsistency Notif. to Proponent																						
9	1	M	Request Mining Claim Information																						
9	1	A	Obtain Mining Claim Information	4	3	3	4	4	2	13.33	G	X	X	X	X	X	X	X	X					1	Mining Claim Query
9	1	M	Review Mining Claim Information																						
10	1	A	Prepare Conflict List	3	3	3	1	2	2	12.33	G								X		X			3	Word Processing
10	1	M	Notify Proponent of Conflict on (203)																						
10	1	M	Send Mining Information to Proponent																						
11	1	A	Prepare Rejection Decision for (209)	2	3	2	2	2	2	12.17	G								X		X			3	Word Processing
11	1	M	Attach Fatal Flaw List with Decision																						
11	1	M	Send Rejection Decision to Applicant																						
12	1	M	Determine what Document Portion Affected																						
12	1	A	Prepare Request for Amended Information	2	3	2	2	2	2	12.17	G								X		X			3	Word Processing
12	1	M	Send Amended Information Request to Applicant																						
13	1	A	Determine Type of Applicant	4	3	2	3	2	3	12.83	G	X	X			X		X		X				1	Case Information Generation
13	1	A	Prepare Notification of Fatal Flaws	2	3	2	2	2	2	12.17	G								X		X			3	Word Processing
13	1	M	Send Applicant Notification of Fatal Flaws																						

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land States Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS SHEET: 02 of 02
IFD PROCESS: Proposal Application Screening
PROCESS ID: 1.1.2.2.6.1.1.1

MATRIX H-01. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: SALES

TOTAL AUTOMATED = 6
TRUE CANDIDATES = 5

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
14	1	A	Request Case Information from CR/ORCA	4	4	4	4	4	4	4.00	G	X	X	X		X	X	X		X	X			1	Case Information Generation
14	1	M	Receive Case Information																						
14	1	A	Identify Pending Applications	4	4	3	4	4	4	3.83	G	X	X	X		X	X	X		X	X			1	Case Information Generation
15	1	A	Prepare Pending Application Letter	2	3	2	2	2	2	2.17	G								X		X			3	Word Processing
15	1	M	Send Letter to Proponent/Applicant																						
16	1	A	Determine Filing of Appeal	3	4	2	3	3	2	2.83	G	X	X			X	X	X		X	X			1	Case Information Generation
16	1	M	Send Case File to Appeals																						
17	1	M	Receive Case File from Appeals																						
18	1	A	Serialize (203) Cases	4	4	4	4	4	4	4.00	G	X					X	X	X		X			1	Case Serialization
19	1	M	Collect Case Data																						
19	1	M	Build Case File with Data																						
20	1	A	Update CR/ORCA with Case Data	4	4	4	4	4	4	4.00	G	X	X	X		X	X	X	X			X		1	Case Information Update
21	1	M	Forward Case File to Case Processing																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS SHEET: 01 of 01
DFD PROCESS: Evaluate Suitability for Disposal
PROCESS ID: 1.1.2.2.6.1.1.2

MATRIX H-02. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: SALES

TOTAL AUTOMATED = 8
TRUE CANDIDATES = 8

IPO SUB PARA	SENT	DET	PROCESS (CANDIDATES)	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Request RMP from File																						
1	1	M	Receive RMP																						
1	1	M	Review RMP																						
1	1	M	Determine List of Sale Areas																						
2	1	M	Receive CFR																						
2	1	M	Review CFR for Sales Criteria																						
2	1	M	Compare Parcel Information with Criteria																						
3	1	M	Request Plats from File																						
3	1	A	Obtain Plats from File	4	4	3	4	4	4	3.83	G	X	X	X		X	X	X		X	X		X	5	Map/Plat Generation
4	1	M	Review Documents and Plats																						
5	1	A	Obtain Case Information from CR/ORCA	4	4	4	4	4	4	4.00	G	X	X	X		X	X	X		X	X			1	Case Information Generation
5	1	M	Receive Case Information																						
5	1	A	Identify Pending Applications	3	3	3	3	3	3	3.00	G		X			X	X	X		X			X	1	Case Information Validation
6	1	M	Request Mining Information from MCR																						
6	1	A	Receive Mining Information from MCR	4	3	4	3	3	4	3.50	G	X	X	X		X	X	X		X				1	Mining Claim Query
6	1	M	Review Mining Information																						
6	1	A	Determine Mining Conflicts for Parcel	4	4	4	3	3	3	3.50	G	X	X	X		X	X	X		X	X		X	1	Mining Claim Query
7	1	A	Review Parcel Area	4	4	4	4	4	4	4.00	G	X	X	X		X		X		X	X		X	5	Map/Plat Generation
8	1	A	Serialize Parcel List	4	4	4	4	4	4	4.00	G	X					X	X	X			X		1	Case Serialization
9	1	M	Build Parcel Case File																						
10	1	A	Update CR/ORCA	4	4	4	4	4	4	4.00	G	X	X	X		X	X	X	X		X			1	Case Information Update
11	1	M	Send Parcel List to CP																						
11	1	M	Send Case File to CP																						

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS SHEET: 02 of 02
DFD PROCESS: Case Processing (CP)
PROCESS ID: 1.1.2.2.6.1.1.3

MATRIX H-03. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: SALES

TOTAL AUTOMATED = 2
TRUE CANDIDATES = 1

PC SUB PARAM	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
14	1	M	Receive Case File from "Resource Evaluation"																						
14	1	M	Receive EA/Land/Mineral Report																						
14	1	M	Receive Appraisal Report																						
15	1	M	Determine Case File Type (203&209)																						
15	1	M	Prepare Copy of Case File																						
15	1	M	Send Copy of Resource Evaluation																						
16	1	M	Receive Case File from Resource Evaluation																						
16	1	M	Review Comments from Resource Evaluation																						
17	1	M	Gather all Pertinent Information																						
17	1	M	Analyze all Information																						
17	1	A	Prepare Recommendation	2	2	2	1	2	2	1.83	G								X		X			3	Word Processing
18	1	A	Update CR/DRCA	4	4	4	4	4	4	4.00	G	X	X	X		X	X	X	X		X			1	Case Information Update
19	1	M	Send Case File to "Management Decision"																						
19	1	M	Send Recommendation to "Management Decision"																						

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS ID: 1.1.2.2.6.1.1.3

MATRIX H-03. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: SALES

TOTAL AUTOMATED = 7
TRUE CANDIDATES = 1

IPO SUB PARA	SENT	DET	PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Request Case File																						
1	1	M	Request Parcel List																						
1	1	M	Receive C.F. from Proposal Applctn Screening																						
1	1	M	Receive Case File/Parcel List from Evaluate Suitability for Disposal																						
2	1	M	Request Case File from Reversion																						
2	1	M	Receive Case File																						
2	1	M	Process Case as a (203) Case																						
3	1	A	Prepare SMA Request	2	2	2	1	2	2	1.83	G								X		X			3	Word Processing
3	1	M	Send Request for Informatin to SMA																						
4	1	M	Receive SMA Information from SMA																						
5	1	M	Request Review by Tech Specialist																						
5	1	M	Conduct (209) Review																						
6	1	A	Prepare Request for Comments	2	2	2	1	2	2	1.83	G								X		X			3	Word Processing
6	1	M	Send Comments request to Interest Parties																						
7	1	M	Receive Comments from Interest Parties																						
8	1	M	Review Comments for Legal Problems																						
8	1	A	Prepare List of Problems	2	2	2	1	2	2	1.83	G								X		X			3	Word Processing
8	1	M	Prepare Request of Solicitor Opinion																						
9	1	M	Receive Case File from Solicitor																						
9	1	M	Receive Opinion from Solicitor																						
10	1	M	Determine Acreage Criteria (203)																						
10	1	A	Determine Acreage Size (203)	4	4	4	3	4	4	3.83	G		X			X	X	X	X		X		X	13	Acreage Verification
10	1	A	Compare Size with Criteria (203)	4	4	4	3	4	4	3.83															
10	1	A	Prepare Proposal Info for Congress	2	2	2	1	2	2	1.83	G								X		X			3	Word Processing
10	1	M	Send Proposal Info to Congress																						
10	1	M	Determine Date/Location of Public Meeting																						
11	1	A	Prepare Newspaper Ads for Date/Location	2	2	2	1	2	2	1.83	G								X		X			3	Word Processing
11	1	M	Send Ads to Newspaper																						
12	1	M	Conduct Public Meeting																						
12	1	M	Prepare Notes of Public Meeting																						
13	1	M	Copy Case File																						
13	1	M	Send Case File to "Resource Evaluation"																						
13	1	M	Analyze Case File Data for Reports																						
13	1	M	Prepare Data for Reports																						

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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MATRIX #-03: PROCESS EVALUATION (CANDIDATES)
CASE TYPE: SALES

TOTAL AUTOMATED = 2
TRUE CANDIDATES = 1

PRO SUB PARAM	SEQ	CAT	PRIORITY	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	CSD	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	CU	SE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CATG	USER REQUIREMENTS
14	1	M		Receive Case File from "Resource Evaluation"																						
14	1	M		Receive EA/Land/Mineral Report																						
14	1	M		Receive Appraisal Report																						
15	1	M		Determine Case File Type (2031209)																						
15	1	M		Prepare Copy of Case File																						
15	1	M		Send Copy of Resource Evaluation																						
16	1	M		Receive Case File from Resource Evaluation																						
16	1	M		Review Comments from Resource Evaluation																						
17	1	M		Gather all Pertinent Information																						
17	1	M		Analyze all Information																						
17	1	A		Prepare Recommendation	2	2	2	1	2	2	1.83	G								X		X			3	Word Processing
18	1	A		Update CR/CRCA	4	4	4	4	4	4	4.00	G	X	X	X		X	X	X	X		X			1	Case Information Update
19	1	M		Send Case File to "Management Decision"																						
19	1	M		Send Recommendation to "Management Decision"																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - annual need
4 - critical need

[SENSITIVITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to reference and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
CU - Query
SE - Recording/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CATG)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Conc
5. Case Status Review Process
6. Query Processing
7. System Organization
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Classification Processing
12. Resource Info Processing
13. Message Control
14. Inspection Data Process

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PROCESS ID: 1.1.2.2.6.1.1.4

MATRIX H-04. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: SALES

TOTAL AUTOMATED = 8
TRUE CANDIDATES = 6

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Request Case File from Case Processing																						
1	1	M	Receive Case File from Case Processing																						
1	1	M	Receive Recommendations																						
2	1	M	Review Recommendations																						
2	1	M	Review Case File																						
3	1	M	Determine Case Type (203/209)																						
3	1	M	Determine Compet/Mod[illegible]ed Cases																						
3	1	A	Determine Inclusion of Mineral Rights	4	4	3	4	4	4	3.83	6	X	X	X		X	X	X		X	X			1	Mining Claim Information
3	1	M	Combine 203 with 209 Sale																						
3	1	M	Determine a Modified Sale																						
3	1	A	Determine Designated Bidders	3	2	2	2	2	2	2.17	6	X	X			X		X		X	X			14	Bidder Entry/Update
3	1	A	Determine Designated High Bidder	2	3	3	3	3	3	2.83	6						X	X	X	X	X		X	14	Bidder List Generation
3	1	A	Determine Preference Right Bidder	2	3	3	3	3	3	2.83	6														
3	1	M	Choose Correct Bidder																						
4	1	M	Determine Direct Cases (203)																						
4	1	M	Determine Mineral Rights																						
4	1	M	Combine 203/209 Sale																						
5	1	M	Determine Case Type (203/209)																						
5	1	M	Determine Case for Disposal Suitability																						
6	[illegible]	A	Update CR/ORCA	4	4	4	4	4	4	4.00	6	X	X	X		X		X	X			X		1	Case Information Update
7	[illegible]	A	Determine Survey Necessity	3	2	3	4	3	4	3.17	6	X	X	X		X		X	X		X		X	5	Map/Plat Generation
7	1	A	Prepare Survey Request	2	2	2	1	2	2	1.83	6									X	X			3	Word Processing
7	1	M	Send Survey Request to Survey																						
8	1	M	Prepare Request for Survey Plat																						
8	1	M	Send Request to Survey																						
8	1	A	Obtain Plat from Survey	4	4	3	4	4	4	3.83	6	X	X	X		X	X	X		X	X			5	Map/Plat Generation
9	1	M	Send Case File to Management Decision																						
10	1	M	Determine Case Type (203/209)																						
10	1	M	Determine Compet/Modified Cases																						
10	1	M	Send Case File to "Case Processing"																						

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - wan[illegible]esired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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CASE TYPE: [illegible]S

[illegible]TAL AUTOMATED = 14
[illegible]RUE CANDIDATES = 6

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1		M	Receive R&PP Request from Applicant																						
2	1	M	Discuss R&PP Proposal																						
2	1	A	Prepare Proposal Info/conditions	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
2	1	A	Prepare a List of MIST Responsibilities	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
2	1	M	Provide Info to Appropriate Parties																						
3	1	M	Determine Type of Request																						
3	1	M	Inform Applicant of Sales Type																						
4	1	M	Receive R&PP Application from Applicant																						
4	1	M	Determine Existance of POD																						
4	1	M	Determine Location of POD																						
5	1	A	Determine Existance of Case File	4	4	4	4	4	4	4.00	G		X			X	X	X		X				1	Case Action Notation
5	1	M	Receive Case File from Docket																						
5	1	A	Determine Existance of Case File	4	4	4	4	4	4	4.00	G		X			X	X	X		X				1	Case Action Notation
5	1	M	Build Case File when none Exist																						
6	1	A	Serialize Case File	4	4	4	4	4	4	4.00	G	X					X	X	X					1	Case Serialization
7	1	M	Receive Request																						
7	1	M	Determine Type of Request																						
7	1	A	Prepare Landfill Letter	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
7	1	M	Send Landfill Letter to Applicant																						
8	1	M	Check Application for Fatal Flaws																						
8	1	M	Determine Type of Communication to Applicant																						
8	1	A	Prepare List of Fatal Flaws	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
8	1	A	Prepare Notation of Fatal Flaws	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
8	1	M	Send Notation of Fatal Flaws to Applicant																						
8	1	A	Prepare Request for Amended Info	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
8	1	M	Send Request for Amended Info to Applicant																						
9	1	M	Determine Withdrawal of Application																						
9	1	A	Prepare Rejection Decision	2	2	1	1	2	1	1.50	G								X		X			3	Word Processing
9	1	M	Send Decision to Applicant																						
10	1	A	Determine if R&PP Lease Exists	4	4	4	4	4	4	4.00	G		X			X		X		X		X		1	Case Information Query
10	1	A	Prepare Lease Recommendation Letter	2	2	1	1	2	2	1.67									X		X			3	Word Processing
10	1	M	Send Letter to Applicant Rejecting Sale																						
11	1	A	Query CR/ORCA	4	4	4	4	4	4	4.00	G	X	X	X		X	X	X		X				1	Case Information Query
11	1	A	UpdateCR/ORCA	4	4	4	4	4	4	4.00	G	X	X	X		X	X	X	X			X		1	Case Information Update
12	1	M	Receive POD																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS ID: 1.1.2.2.6.1.2

MATRIX H-05. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: SALES

TOTAL AUTOMATED = 6
TRUE CANDIDATES = 6

IPO SUB PARA#	SENTI	DET	PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	1	2	3	4	5	6	7	EN	QU	GE	UP	AN	CAT	USER REQUIREMENTS
12	1	M	Compare POD to Previouse Lease																						
12	1	A	Request Prior Information from CR/ORCA	4	4	4	4	4	4	4.00	G		X					X		X	X			1	Case Information Query
12	1	A	Determine Existence of Applicant Leases	4	4	4	4	4	4	4.00	G		X					X		X	X			1	Case Information Query
13	1	A	Determine Existance opf Applicant Patents	4	4	4	4	4	4	4.00	G		X					X		X	X			1	Case Information Query
14	1	A	Determine Sale Nature from Classification	4	4	4	4	4	4	4.00	G		X					X		X	X			1	Case Information Query
15	1	A	Determine Applicant Response to Classificatio	4	4	4	4	4	4	4.00	G		X					X		X	X			1	Case Information Query
15	1	M	Establish Need for Reclassification																						
15	1	M	Send Case File to Classification																						
16	1	M	Receive Case File from Classification																						
16	1	M	Determine Nature of Decision																						
17	1	M	Determine Existance of Lease																						
17	1	M	Perform Tech Review for No Lease																						
17	1	M	Send Case File to 2900 Adjudication																						
18	1	M	Receive 2900 Case File from Adjudication																						
18	1	M	Receive EA/Land & Mineral Report																						
19	1	M	Determine Need for Appraisal																						
19	1	M	Send Case File to Resource Eval. for Appraisal																						
19	1	M	Determine FMV Update																						
20	1	M	Receive Case File from Resource Evaluation																						
20	1	M	Receive Appraisal from Resource Evaluation																						
21	1	M	Determine Decision on Recommendation																						
22	1	M	Determine Appeal Filing																						
22	1	M	Send Case File to Appeals																						
22	1	M	Receive Case File from Appeals																						
23	1	A	Update CR/ORCA	4	4	4	4	4	4	4.00	G	X		X		X			X	X	X		X	1	Case Information Update
24	1	M	Send Case File to Issue Conveyance																						

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS SHEET: 01 of 01
DFD PROCESS: Conduct Sale
PROCESS ID: 1.1.2.2.6.1.3

TOTAL AUTOMATED = 7
TRUE CANDIDATES = 6

MATRIX H-06. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: SALES

IPO SUB PARAM	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Request Case File from Issue Conveyance																						
1	1	M	Receive Case File From Issue Conveyance																						
2	1	M	Copy Case File																						
2	1	M	Send Copy to Resource Evaluation																						
2	1	M	Send NORA and Min Bid to Newspaper																						
2	1	M	PUblish NORA and Minimun Bid																						
3	1	M	Prepare Bidding Room																						
4	1	M	Request Sealed Bid from Accounting																						
4	1	M	Receive Sealed Bid from Accounting																						
5	1	M	Conduct Bidding Process																						
5	1	A	Tabulate Bidding Data	4	4	4	4	4	4	4.00	G		X			X	X	X	X	X				4	Bidder Entry/Update
5	1	A	Produce Bidding Results	4	4	4	4	4	4	4.00	G		X			X	X	X	X			X		4	Bidder List Generation
6	1	A	Prepare Accounting Advice	4	4	3	3	4	4	3.67	G	X	X			X	X	X	X	X		X		2	Accounting Form Preparation
6	1	A	Send Accounting Advice to Accounting	4	3	3	3	3	4	3.33	G							X	X			X		3	Electronic Data Transfer
7	1	A	Determine High Bid	4	4	4	4	4	4	4.00	G		X			X	X	X	X		X	X	X	4	Bidder List Generation
7	1	M	Resolve High Bid Tie																						
7	1	M	Determine New High Bid																						
8	1	M	Review NORA with no Bid																						
8	1	M	Determine Future Actions																						
9	1	M	Determine Nature of Case																						
9	1	M	Determine Nature of Bidder																						
9	1	M	Match High Bid Opportunity																						
9	3	A	Prepare Match Bid Letter	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
9	3	M	Send Letter to Pref. Right Bidder																						
10	1	M	Receive Accounting Advice from Accounting																						
11	1	A	Update CR/ORCA	4	4	4	4	4	4	4.00	G	X	X	X		X	X	X	X	X		X		1	Case Information Update
12	1	M	Send Case File to Issue Conveyance																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS SHEET: 01 of 01
DFD PROCESS: Issue Conveyance
PROCESS ID: 1.1.2.2.5.1.4

MATRIX H-07. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: SALES

TOTAL AUTOMATED = 9
TRUE CANDIDATES = 6

IPO SUB PARA	SENT	DET	PROCESS	PRIORITY 1	PRIORITY 2	PRIORITY 3	PRIORITY 4	PRIORITY 5	PRIORITY 6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Request Case File from "Conduct Sale"																						
1	1	M	Receive Case File from "Conduct Sale"																						
2	1	M	Determine Nature of Case File																						
2	1	A	Prepare "203/209" Letter	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
2	1	M	Send Letter to Applicant																						
3	1	M	Receive "209" Application																						
3	1	M	Receive Money from Applicant																						
4	1	A	Prepare Accounting Advice	4	4	3	3	4	4	3.67	G	X	X		X	X	X	X	X		X			2	Accounting Form Preparation
4	1	M	Send Money to Accounting																						
4	1	A	Send Accounting Advice to Accounting	4	3	3	3	3	4	3.33	G							X	X		X			3	Electronic Data Transfer
5	1	M	Determine Applicant Reimbursement																						
5	1	M	Determine Applicant Costs																						
5	1	M	Prepare Conveyance Request																						
5	1	M	Send Conveyance Request to Applicant																						
6	1	M	Determine Necessity of Sale Rejection																						
6	1	A	Prepare Conveyance Decision	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
6	1	M	Send Rejection Decision to Applicant																						
7	1	M	Receive Money from Applicant																						
7	1	M	Receive Signature Document																						
8	1	A	Prepare Accounting Advice	4	4	3	3	4	4	3.67	G	X	X		X	X	X	X	X		X			2	Accounting Form Preparation
8	1	A	Send Accounting Advice to Accounting	4	3	3	3	3	4	3.33	G							X			X			3	Electronic Data Transfer
8	1	M	Send Money to Accounting																						
9	1	M	Notify Unsuccessful Bidders																						
10	1	M	Prepare Two Conveyance Documents																						
10	1	M	Send Document to Patentee																						
11	1	A	Prepare Conveyance Notice	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
11	1	M	Send Notice to Federal Register																						
11	1	M	Send Notice to Governor																						
12	1	A	Determine Appeal Filing	3	3	3	2	3	3	2.83	G	X	X			X	X	X		X	X		X	1	Case Information Generation
12	1	M	Send Case File to Appeals																						
13	1	M	Receive Case File from Appeals																						
14	1	A	Update CR/ORCA	4	4	4	4	4	4	4.00	G	X	X		X	X	X	X	X		X			1	Case Information Update
14	1	M	Make Copy of Conveyance Document																						
14	1	M	Send Copy to Records																						
15	1	M	Send Case File to Docket																						

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS SHEET: 01 of 01
DPD PROCESS: Compliance Check
PROCESS ID: 1.1.2.2.5.2.1

MATRIX H-08. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: SALES

TOTAL AUTOMATED = 9
TRUE CANDIDATES = 5

ID PARAM	SUB SENT	DET	PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT.	USER REQUIREMENTS
1	1	A	Request SRP from CR/ORCA	4	4	4	4	4	4	4.00	G	X	X			X		X	X	X				1	Case Information Query
1	1	A	Receive SRP from CR/ORCA	4	4	4	4	4	4	4.00	G	X	X			X		X			X			1	Case Information Generation
1	1	A	Extract Compliance Check Date from SRP	4	4	3	4	3	4	3.67	G	X	X			X	X	X		X	X			1	Future Action Suspense
2	1	M	Recieve Public Input																						
3	1	M	Request Case File from Docket																						
3	1	M	Receive Case File from Docket																						
4	1	M	Conduct R & PP Site Check																						
4	1	A	Document Results of Site Check	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
4	1	M	Compare Results with Compliance Record																						
4	1	A	Prepare Results of Comparison	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
4	1	M	Send Compliance Records to BLM Office																						
5	1	M	Verify Compliance																						
5	1	A	Update CR/ORCA with New Inspection Date	4	4	4	4	4	4	4.00	G	X	X	X		X	X	X	X			X		1	Case Information Update
6	1	A	Prepare Def. Notice from Non-Compliance	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
6	1	M	Send Def. Notice to Patentee																						
7	1	M	Receive Response from Patentee																						
8	1	M	Determine Major Problems																						
8	1	M	Conduct Negotiations with Patentee																						
9	1	M	Prepare for Additional Site Inspection																						
9	1	M	Conduct New Site Inspeciton																						
10	1	A	Update CR/ORCA	4	4	4	4	4	4	4.00	G	X	X	X		X	X	X	X			X		1	Case Information Update
11	1	M	Verify Issue of Resolution																						
11	1	A	Prepare Reversion of Title for Non-Resolution	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
11	1	M	Send Case File to "Reversion"																						
12	1	M	Determine Criteria for Patent Takeover																						
12	1	M	Determine Action to be Taken Against Patent																						
12	1	M	Send Case File to Transfer of Title for Match																						
13	1	M	Determine Criteria for POD Modification																						
13	1	M	Change POD																						
13	1	M	Send Case File to "Change of Use"																						
14	1	M	Send Case File to Docket																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROGRAM PAGE: [illegible]
DFD PROCESS: Change of [illegible]
PROCESS ID: 1.[illegible]

MATRIX M-03. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: SALES

TOTAL AUTOMATED [illegible]
TABLE CANDIDATES = [illegible]

CANDIDATES: DFD SUB PARA	SEN	DET	PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Request Case File from "Compliance Check"																						
1	1	M	Receive Case File from "Compliance Check"																						
1	1	M	Make Changes to POD																						
2	1	M	Receive POD Letter and Modified POD																						
3	1	M	Request Case File from Docket																						
3	1	M	Receive Case File from Docket																						
4	1	M	Review Modification																						
4	1	A	Prepare Recommendation-Modification Decision	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
5	1	M	Send Modification Decision to Patentee																						
6	1	A	Determine Appeal Filing for Timeliness	3	3	3	2	3	3	2.83	G	X	X		X	X	X	X		X	X		X	1	Case Information Validation
6	1	M	Send Case File to Appeals																						
7	1	M	Receive Case File from Appeals																						
8	1	A	Update CR/ORCA	4	4	4	4	4	4	4.00	G	X	X	X		X	X	X	X	X		X		1	Case Information Update
9	1	M	Send Case File to Docket																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS SHEET: 01 of 01
DFD PROCESS: Transfer of Title
PROCESS ID: 1.1.2.2.6.2.3

MATRIX H-10. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: SALES

TOTAL AUTOMATED = 5
TRUE CANDIDATES = 2

IPO SUB PARA	SENT	DET	PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	N	Request Case File from Compliance Check																						
1	1	N	Receive Case File from Compliance Check																						
2	1	N	Receive Title Transfer Letter from Patentee																						
3	1	N	Request Case File from Docket																						
3	1	N	Receive Case File from Docket																						
4	1	N	Receive Proposed Transfer																						
4	1	N	Determine Legal Requirements																						
4	1	N	Compare Transfer with Requirements																						
4	2	A	Prepare Recommendation from AO	2	2	1	1	2	2	1.67	6								X		X			3	Word Processing
5	1	A	Prepare Rejection Letter for Non-Approval	2	2	1	1	2	2	1.67	6								X		X			3	Word Processing
5	1	N	Send Rejection Letter to Patentee																						
6	1	A	Determine Appeal Filing for Timeliness	3	3	3	2	3	3	2.83	6	X	X			X	X	X		X	X			1	Case Information Validation
6	1	N	Send Case File to Appeals if Appropriate																						
7	1	N	Recieve Case File from Appeals																						
8	1	N	Determine Re-Appraisal Necessity																						
8	1	N	Send CF to Resource Eval. for Re-Appraisal																						
9	1	N	Receive Case File from Resource Evaluation																						
10	1	N	Verify Approval of Request																						
10	1	A	Prepare Transfer of Title Decision	2	2	1	1	2	2	1.67	6								X		X			3	Word Processing
10	1	N	Send Decision to New Patentee																						
11	1	A	Update CR/ORCA	4	4	4	4	4	4	4.00	6	X	X	X		X	X	X	X			X		1	Case Information Update
12	1	N	Make Copy of Conveyance Document																						
12	1	N	Send Copy to Records																						
13	1	N	Send Case File to Docket																						

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- 6 - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: Reversion
PROCESS ID: 1.1.2.2.6.2.4

MATRIX H-11. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: SALES

TOTAL AUTOMATED = 4
TRUE CANDIDATES = 2

PO SUB PARA	IGENT	DET	PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	OU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
17	1	M	Determine Reversion on Non-Compliance																						
17	1	A	Prepare Title Reversion Decision	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
17	1	M	Send Decision to Patentee																						
18	1	M	Verify Reconveyance Nature																						
18	1	A	Prepare Title Acceptance Decision	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
19	1	M	Send Decision to Patentee																						
19	1	A	Determine Appeal Filing for Timeliness																						
19	1	M	Send Case File to Appeals if Required	3	3	3	2	3	3	2.83	G	X	X			X	X	X		X	X		X	1	Case Information Validation
20	1	M	Receive Case File from Appeals																						
21	1	A	Query and Update CR/ORCA	4	4	4	4	4	4	4.00	G	X	X	X		X	X	X	X	X		X		1	Case Information Update
22	1	M	Send Quit Claim Deed to Record																						
22	1	M	Send Title Reversion/Acceptance Dec to Record																						
23	1	M	Send Case File to Docket																						

LEGEND:

[PRIORITY]
- 0 not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- OU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DATA DICTIONARY ELEMENT				EVALUATION CRITERIA			ALMRS AUTOMATED DATA AREAS **												
DATA NAME	DATA TYPE	SEC	DET	INTERNAL SYSTEM	SATISFY USER REQUIREMENT	LAND DESC	OWN& STAT	USER# LOG	STIP	REGU REFR	DOC REFR	CASE ACTS	BOND	SURE	QUAL	MSTR NAME	RES DATA	GEO CORR
1002/209 Letter	Record	G	A		1	X		X				X						
Accounting Office	Record	G	A		2	X	X	X				X						
Acs	Record	G	A		3*													
Application	Record	G	A		3*													
Bidding Results	Record	G	A		1,4	X		X										
Case File	Set	S	A		1							X					X	X
Case Information	Record	G	A	X	1	X	X					X						
Compliance Record	Record	G	A		1	X	X	X				X						
Conveyance	Record	G	M															
Conveyance Decision	Record	G	A		3*													
Conveyance Notice	Record	G	A		3*													
Deficiency Notice	Record	G	A		3*													
Deficiency Notice Response	Record	G	M															
FLPMA Free Applicant	Aggregate	G	M															
FLPMA to Applicant	Aggregate	G	M															
FLPMA to Proponent	Aggregate	G	M															
Land Fill Letter	Record	G	A		3*													
Land Fill Rejection Letter	Record	G	A		3*													
Land Fill Request	Record	G	A		3*													
Lease Reconsideration Letter	Record	G	A		3*													
Match Bid Letter	Record	G	A		3*													
Mining Claim Information	Record	G	A		1	X	X	X				X						
Mining Claim Information Letter	Record	G	A		3*													
Modification Decision	Record	G	A		3*													
Money	Element	S	M															
Notification of Fatal Flaw	Record	G	A		3*													
POD Letter	Record	G	M															
Parcel List	Record	G	A		5	X		X										
Parties of Interest Comments	Record	G	M															
Pending Application Letter	Record	G	A		3*													
Pl[illegible]	Record	G	A		5		X											
Post from Patentee	Aggregate	G	M															

LEGEND: [USER REQUIREMENT CATAGORIES]

1. Case Transactions
2. Case Accounting Processing
3. Office Support
4. Legal Reference Control
5. Land Status Records Processing
6. Query Processing
7. System Charging
8. Document Reference
9. Management Information Processing
10. Information Transfer
11. Qualification Processing
12. Resource Information Processing
13. Acreage Control Processing
14. Inspection Data Processing

[SECURITY]
G - General
S - Sensitive

[DETERMINATION]
S - Automated Database
M - Manual

** ALMRS Data Areas are based on original objectives identified in the "ALMRS" Pamphlet Approved By the BLM Director.

* By-product of an automated process.

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DATA DICTIONARY ELEMENT				EVALUATION CRITERIA				ALMRS AUTOMATED DATA AREAS **												
DATA NAME	DATA TYPE	SEC	DET	INTERNAL SYSTEM	SATISFY USER REQUIREMENT	LAND DESC	OWN STAT	&SER# LOG	STIP	REQ REFR	DOC REFR	CASE ACTS	BOND	SURE	QUAL	MSTR NAME	RES DATA	SED CODE
Fee from Applicant	Aggregate	G	M															
Fee to Applicant	Aggregate	G	M															
Prop to Proponent	Aggregate	G	M															
Proposal	Record	G	M															
Proposal Information	Record	G	A		3*													
Proprietary Information	Record	G	A	X	1		X					X						
Public Input	Record	G	M															
Quit Claim Deed	Record	G	M															
RMP Inconsistency Notification	Record	G	A		3*													
R&PP Application	Record	G	A		3*													
R&PP Request	Record	G	A		1	X						X						
Reconveyance Letter	Record	G	A		3*													
Reject Application Decision	Record	G	A		3*													
Rejection Decision	Record	G	A		3*													
Request for Abandoned Information	Record	G	A		3*													
Request for Comments	Record	G	A		3*													
Request for Survey	Record	G	A		5	X		X				X						
Resource Management Plan	Record	G	M															
SMA Information	Record	G	M															
SMA Request	Record	G	A		3*													
Sale Criteria	Record	S	M															
Sealed Bid	Record	S	A		1	X		X				X						
Serial Register Page	Record	G	A		1	X		X				X						
Signature Document	Record	G	M															
Solicitor Opinion	Record	G	M															
Survey Plat	Record	G	M															
Title Acceptance Decision	Record	G	A		3*													
Title Revision Decision	Record	G	A		3*													
Transfer Rejection Letter	Record	G	M															
Transfer of Title Decision	Record	G	A		3*													
Transfer of Title Letter	Record	G	A		3*													
Update Information	Record	G	A		1	X	X	X				X						

LEGEND: [USER REQUIREMENT CATAGORIES]

1. Case Transactions
2. Case Accounting Processing
3. Office Support
4. Legal Reference Control
5. Land Status Records Processing
6. Query Processing
7. Status Changeback
8. Document Reference
9. Management Information Processing
10. Information Transfer
11. Qualification Processing
12. Resource Information Processing
13. Acreage Control Processing
14. Inspection Data Processing

** ALMRS Data Areas are based on original objectives identified in the "ALMRS" Pamphlet Approved By the BLM Director.

* By-Product of an automated process.

SEC Key:
G - General
S - Sensitive

DET Key:
A - Automatic Processing
M - Manual

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DFD PROCESS PRIMITIVES				MISSION ELEMENTS													PROCESS EVALUATION MATRIX
				RECORDS				RESOURCES				TECHNICAL					
PROCESS IDENTIFIER	TITLE	DET	n/t	PRE	POST	SUPP	MAINT	INVEN	ANALY	MON/CO	IMPLE	PLAN	INFO	ANALY	PROD	ADMIN	
1.1.2.2.7.1.1	Review Proposal	A	6/7	X													I-1
1.1.2.2.7.1.2	Determine Cost Recovery	M	0/0														I-2
1.1.2.2.7.2.1	Adln Receiving	A	1/1	X													I-3
1.1.2.2.7.2.2	Serialize	A	3/3	X													I-4
1.1.2.2.7.3.1.1	Delineate Areas of Interest	A	1/2	X													I-5
1.1.2.2.7.3.1.2	Conduct Competitive Bid Processing	M	0/4														I-6
1.1.2.2.7.3.2.1	Establish 5101 Account	M	0/1														I-7
1.1.2.2.7.3.2.2	Review Application for Completeness	A	1/2	X													I-8
1.1.2.2.7.3.2.3	Check/Verify Land Status	A	4/4	X													I-9
1.1.2.2.7.3.2.4	Req. Analyze and Consolidate Info/Report	A	1/7	X													I-10
1.1.2.2.7.3.2.5	Prepare Decisions and Auth. Documents	A	3/9	X													I-11
1.1.2.2.7.3.3	Authorization	M	0/0														I-12
1.1.2.2.7.3.4	Approve Wind Energy Plan of Operations	M	0/2														I-13
1.1.2.2.7.3.5.1	Monitor Compliance	A	4/9		X												I-14
1.1.2.2.7.3.5.2.1	Disposition of Assignments	M	0/0														I-15
1.1.2.2.7.3.5.2.2	Disposition of Terminations	M	0/6														I-16
1.1.2.2.7.3.5.2.3	Disposition of Renewals	M	0/3														I-17
1.1.2.2.7.3.5.3	Case Maintenance	A	17/20		X		X										I-18

LEGEND:

A = Automated Process
M = Manual Process (cannot be automated)

n/t = Automation Factoring Summary
"n" is the total number of true automated candidates
"t" is the total number of automated processes

* Data Evaluation Matrix = IX

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PROCESS ID 1.1.2.2.7.1.1

MATRIX I-01 PROCESS EVALUATION (CANDIDATES)
CASE TYPE Rights of Way

TOTAL AUTOMATED = 7
TRUE CANDIDATES = 6

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	GU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Request Application Information																						
1	1	M	Review Request Application Information																						
1	2	A	Prepare Response	2	2	1	1	2	2	1.67	G								X		x			3	Word Processing
1	3	M	Provide Application Information																						
2	1	M	Receive Proposal																						
2	1	M	Review Proposal																						
3	1	A	Query Land Status Info	4	4	4	4	4	4	4.00	G	X	X	X		X	X	X		X				6	Map/Plat Query
3	1	M	Query Transportation System Information	4	4	4	4	4	4	4.00	G		X			X	X			X				6	Road/Transportation Query
3	1	A	Determine if proposal action is on fed land	4	4	4	4	4	4	4.00	G	X	X	X		X		X		X				6	Map/Plat Query
3	2	A	Determine Land Use Restrictions	4	4	4	4	4	4	4.00	G	X	X	X		X		X		X				6	Land Use/Plat Query
4	1	M	Inform proponent to change or drop proposal if not federal land																						
5	1	M	Send any pertinent ROW info to SMA																						
5	1	M	Set up meeting with SMA/proponent to discuss																						
6	1	M	Receive ROW information																						
7	1	M	Review ROW Information																						
7	1	M	Request Resource Info if needed																						
8	1	M	Receive Resource Information																						
9	1	A	Receive Planning Information	1	1	2	2	1	2	1.50	G		X			X		X		X				12	Strategic Activities Planning
9	1	M	Determine if action in conformance with plann																						
10	1	M	Determine project complexity																						
10	2	A	Identify possible problem areas	4	4	4	4	4	4	4.00	G		X				X						X	12	Resource Conflict Analysis
10	3	M	Send proposal info to proponent																						
11	1	M	Receive proponents Road Use Estimate, if O&C																						
11	2	M	Advise proponent of fees																						
13	1	M	Create temporary file if needed																						
14	1	M	Send O&C proposal info to Apln Receiving																						
15	1	M	Send proposal info(non O&C) to Determ Cost Re																						

LEGEND:

(PRIORITY)
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

(SECURITY)
- S - Sensitive
- G - General Data/Process

(PROGRAM OBJECTIVES)
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

(INFORMATION PROCESSING AREAS)
- EN - Entry/Capture
- GU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

(DERIVED USER REQUIREMENT CATAGORIES (CAT))
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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TOTAL AUTOMATED = 0
TRUE CANDIDATES = 0

IPD SUB PARA#	SENT	DET	CANDIDATES PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive proposal information																						
1	1	M	Determine if proposal subject to cost recover																						
1	1	M	Make Cost Recovery determination																						
1	2	M	Notify proponent of cost																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS ID: 1.1.2.2.7.2.1

MATRIX I-03: PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Rights of Way

TOTAL AUTOMATED = 1
TRUE CANDIDATES = 1

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	GU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive application/application fees																						
1	1	M	Determine proper authority																						
2	1	M	Date Stamp application																						
3	1	M	Determine if new or existing application																						
4	1	M	Send application and fees to Serialize if new																						
5	1	M	Send fees to accounting (if existing case)																						
6	1	M	Receive accounting advice																						
7	1	M	Receive Case File																						
7	5	M	Send Case File to Disposition of Assignments																						
8	1	M	Send CF to Review Application for Completenes																						
9	1	A	Update Case Recordation/ORCA	4	4	4	4	4	4	4.00	G	X	X	X		X	X	X	X	X		X		1	Case Information Update

LEGEND:

(PRIORITY)
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

(SECURITY)
- S - Sensitive
- G - General Data/Process

(PROGRAM OBJECTIVES)
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

(INFORMATION PROCESSING AREAS)
- EN - Entry/Capture
- GU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

(DERIVED USER REQUIREMENT CATAGORIES (CAT))
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS ID: 1.1.2.2.7.2.2

MATRIX I-4 PROCESS EVALUATION (CANDIDATES)
[illegible]E Rights of Way

TOTAL AUTOMATED = 3
TRUE CANDIDATES = 3

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive application and fees																						
1	1	M	Receive Request to Serialize																						
1	1	M	Receive Legal Descriptions																						
2	1	A	Assign District ROW number if under O&C autho	4	4	4	4	4	4	4.00	G		X				X		X		X			1	Case Serialization
2	2	M	Stamp Application																						
2	3	M	Build Case File																						
3	1	A	Assign next available serial #	4	4	4	4	4	4	4.00	G		X				X		X		X			1	Case Serialization
3	3	M	Stamp application																						
3	3	M	Build Case File																						
4	1	M	Send Application Fees if Applicable																						
5	1	M	Receive Accounting Advice																						
5	2	M	File Advice in Case File																						
6	1	A	Update Case Recordation/ORCA	4	4	4	4	4	4	4.00	G	X	X	x		X	X	X	X		X		X	1	Case Information Update
7	1	M	Send CF to Conduct Competitive Bid Processing																						
8	1	M	Send CF/application to Establish 5101 Account																						
9	1	M	Send Case File to Review for Apln Completeness																						

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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TOTAL AUTOMATED = 2
TRUE CANDIDATES = 1

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Request Land Description from public																						
2	1	A	Receive Land Status Info	4	4	4	4	4	4	4.00	G	X	X	X		X	X	X		X				6	Mao/Plat Query
2	2	M	Check Land Status Info																						
3	1	A	Prepare Request for Land Description	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
3	1	M	Send Request for Land Description																						
4	1	M	Receive Land Description																						
5	1	M	Review Land Description																						
5	2	M	Send Land Description to Resource Eval.(NORA)																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS ID 1.1.2.2.7.3.2.2

MATRIX I-06, PROCESS EVALUATION (CANDIDATES)
[illegible] PE Rights of Way

TOTAL AUTOMATED = 4
TRUE CANDIDATES = 0

IPD SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Case File																						
2	1	M	Receive Bid and Deposit																						
2	2	M	Send Bid Deposit to Accounting																						
3	1	M	Receive Accounting Advice																						
3	2	M	Add to Case Files																						
4	1	M	Determine High Bidder (apparent)																						
4	2	M	Send High Bid info to Review for Appln Comple																						
5	1	M	Receive Disqualified Bidder Info and																						
5	1	M	Receive Case File if High Bid is Disqualified																						
6	1	A	Prepare Disqualified Bidder Notice	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
6	1	M	Issue Disqualified Bidder Notice																						
6	2	M	Send next high bid info to Review Appl for Co																						
7	1	M	Receive Successful Bid Verification																						
7	1	M	Receive Case File																						
7	1	A	Prepare Successful Bidder Notice	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
7	2	M	Send Successful Bidder Notice																						
8	1	A	Prepare Application Request	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
9	1	M	Send application request to bidder																						
9	1	M	Receive Application from Successful Bidder																						
9	2	M	Send Application/CF to Establish 5101 Account																						
10	1	A	Prepare Bid Deposit Refund Notice	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
10	1	M	Send Bid Deposit Refund Notice to Accounting																						

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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TOTAL AUTOMATED = 1
TRUE CANDIDATES = 0

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS: EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION: CAT	USER REQUIREMENTS
2	1	M	Review application and case file																						
3	1	M	Send "Establish 5101 Account" req to SO Acctg																						
4	1	M	Receive Project Number from Accounting																						
5	1	A	Prepare Notice of First Qtr Deposit if Requir	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
5	1	M	Send Notice of First Qtr Dep to applicant/hol																						
6	1	M	Send Ap/CF to Prep Decision and Auth Doc Proc																						
6	1	M	Send Ap/CF to Review Application for Complete																						
7	1	M	Receive 5101 Account Report every quarter																						
7	1	M	Send Notice of Subsequent Pmt Due to Ap/Holde																						

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS ID 1.1.2.2.7.3.2.2

MATRIX I-08 PROCESS EVALUATION (CANDIDATES)
G[illegible]PE: Rights of Way

TOTAL AUTOMATED = 2
TRUE CANDIDATES = 1

IPO SUB PARA#	SENT	DET	CANDIDATES PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Case File																						
2	1	M	Receive Hign Bid Information																						
3	1	M	Review application for required information																						
5	1	M	Send CF & Suc Bid Ver to Conduct Comp Bid Pro																						
6	1	M	Send Case File to Check/Verify Land Status																						
7	1	M	Reject Applicant if not qualified																						
8	1	M	Send Disq bidder info to Conduct Comp Bid Pro																						
8	1	M	Send Case File to Conduct Competitive Bid Pro																						
9	1	A	Prepare Rejection Reccommendation	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
9	1	M	Send Case File and Rejection Recommendation to Request, Analyze/Consolidate Info Repor																						
11	1	M	Send Addl info request if not all req info pr																						
11	1	M	Receive addl application information																						
11	2	M	Verify addl appl info meets orig reqmts																						
11	3	M	Request addl appl info																						
11	2	A	Notify Applicant of 30 day Response time	2	2	3	3	3	2	2.50	G		X				X				X		X	1	Future Action Suspense
11	3	M	Reject application if info disqualifies appli																						
11	6	M	Send CF to Req. Analyze, Consolidate Info/Rot																						
12	1	M	Send Case File to Conduct Competitive Bid Pro																						
12	1	M	Send Suc Bid Ver to Conduct Competitive Bid P																						
13	1	M	Send CF to Check/Verify Land Status																						

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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MATRIX 1-09: PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Rights of Way

TOTAL AUTOMATED = 4
TRUE CANDIDATES = 4

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Case File																						
2	1	A	Receive Land Status Info from Records	4	4	4	4	4	4	4.00	G	X	X			X	X	X		X				6	Map/Plat Query
2	1	A	Retrieve Map/Plat for Case File	4	4	4	4	4	4	4.00	G	X	X			X	X	X		X	X			5	Map/Plat Generation
2	1	M	Review Land Status Info																						
2	1	M	Determine if loc of proposed ROW is on fed la																						
3	1	A	Receive Transportation System Records info	4	4	4	4	4	4	4.00	G	X	X			X	X	X		X				6	Road/Transportation Query
3	1	A	Receive Road Records info	4	4	4	4	4	4	4.00	G	X	X	X		X	X	X		X				6	Road/Transportation Query
3	2	M	Review Title Evidence for private land owners																						
3	3	M	Determine if permittee has legal interest for granting a reciprocal agreement																						
4	1	M	Send CF to Req, Analyze, Consolidate Info/Rpt																						
5	1	M	Reject application if not on Fed land																						
5	2	M	Send CF to Req, Analyze, Consolidate Info/RPT																						
5	2	M	Send rejection recom to Req Analyze, Con Info																						
6	2	M	Send rejection recommendation and case file t above process if route is proposed on non federal land																						
7	1	M	Request amended application if applications fail to include all federal parcels on a proposed route																						
7	2	M	Send CF & amended apln request to Req .../rep																						
8	1	M	Receive amended application																						

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS ID: 1.1.2.2.7.3.2.4

MATRIX I-10 PROCESS EVALUATION (CANDIDATES)
IC[illegible]E Rights of Way

TOTAL AUTOMATED = 4
TRUE CANDIDATES = 0

IPD SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Case File																						
2	1	M	Receive Additional application info request																						
2	2	A	Prepare Additional Application Request	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
3	1	M	Send addl application info request to applica																						
3	1	M	Receive addl appl info request from applicant																						
4	1	M	Send to Review Appl for Completeness																						
4	1	M	Receive amended application req																						
5	1	A	Prepare Ammended Application Request	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
5	1	M	Send amended application request to applicant																						
6	1	M	Receive amended application																						
6	1	M	Send amended application to Check/Verify Land																						
6	2	M	Receive rejection recommendation																						
6	2	M	Receive Case File																						
7	1	M	Send rejection recommendation to Prepare Dec																						
7	1	M	Send CF to Prepare Decision & Auth Documents																						
7	1	M	Send Copy of application to congress																						
9	1	A	Prepare request concurrence	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
9	2	M	Send Request Concurrence to congress																						
10	1	M	Receive Request for Addl Info from congress																						
10	1	M	Send addl application info to congress																						
10	2	A	Prepare Fed Register Notice	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
11	1	M	Publish public notice																						
11	1	M	Send public notice to Other Govt Agencies																						
12	1	M	Receive public and/or govt comments																						
14	1	M	Incorporate comments in Case File																						
14	1	M	Communicate with applicant																						
15	1	M	Receive SMA report																						
16	1	M	File SMA report in case file																						
17	1	M	Send Case File to Resource Evaluation																						
18	1	M	Rec CF, Land Rpt or O&C Analysis from Res Eva																						
19	1	M	Send ROW bond notice to bond/surety svs																						
19	2	M	Receive Bond/Surety notice																						
19	2	M	Reject appl if applicant does not submit bond																						
21	1	M	Send CF to Prepare Decisions and Auth Doc																						
22	1	M	Send rej recom to Prepare Decisions and Auth																						

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS ID: 1.1.2.2.7.3.2.4

MATRIX I-10: PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Rights of Way

TOTAL AUTOMATED = 3
TRUE CANDIDATES = 1

IPD SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
23	1	A	Prepare Non-BLM Approval Request	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
24	1	M	Send Non-BLM approval request to applicant																						
24	2	M	Receive non-BLM approval																						
24	2	M	Return Case File to Resource Evaluation																						
25	1	A	Calculate rental if schedule applies	4	4	4	4	4	4	4.00	G	X	X			X	X	X					X	2	Calculate ROW Rental
25	2	M	Send appraisal request to Resource Evaluation																						
26	1	M	Send case file to Resource Evaluation																						
27	1	M	Receive appraisal report																						
28	1	M	File appraisal report																						
29	1	M	Send CF to Prepare Decision and Auth Docs																						
29	1	A	Prepare Notice of Intent for Congress	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
29	1	M	Send Notice of Intent to Grant ROW to Congres																						
29	1	M	Send Case File to Appeals																						
29	1	M	Receive appeal decision																						
29	1	M	Receive Case File																						
29	1	M	Take appropriate action																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS ID 1.1.2.2.7.3.2.5

MATRIX I-16 PROCESS EVALUATION (CANDIDATES)
CASE: Rights of Way

TOTAL AUTOMATED = 9
TRUE CANDIDATES = 3

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Case File																						
2	1	A	Receive land status information and																						
			Verify land status info	4	4	4	4	4	4	4.00	G	X	X			X	X	X		X				6	Map/Plat Query
2	2	A	Receive Mining Claim Information and																						
			Verify Mining Claim	4	4	4	4	4	4	4.00	G	X	X			X	X	X		X				6	Mining Claim Query
3	1	M	Send mining claim info to applicant																						
4	1	A	Prepare rejection decision	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
4	1	M	Send rejection decision to applicant																						
5	1	A	Prepare apln withdrawn/case closed decision	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
5	1	M	Send decision to applicant																						
6	1	A	Prepare refund request	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
6	1	M	Send refund request to accounting																						
7	1	M	Receive Accounting Advice																						
8	1	A	Calculate rental due	4	4	4	4	4	4	4.00	G	X	X			X	X	X					X	2	Calculate ROW Rental
8	2	M	File rental due with case file																						
9	1	M	Analyze calculated or other rental value																						
10	1	A	Prepare authorization doc or offer of auth	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
10	1	M	Send document/decision to applicant																						
11	1	A	Prepare Fee request	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
12	1	M	Send fee request to applicant																						
13	1	A	Prepare Remainder of Bid Request	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
14	1	M	Send remainder of Bid Deposit Request to appl																						
15	1	M	Receive signed authorization document																						
16	1	M	Receive fees																						
17	1	M	Receive remainder of Bid Deposit for Comp ROW																						
17	2	M	Send authorization document to authorization																						
18	1	M	Send fees to accounting																						
18	2	M	Send remainder of bid to acct																						
18	1	M	Receive accounting advice																						
20	1	M	Add acct advice to case file																						
20	1	M	Send case file to appeals																						
20	1	M	Send case file to docket																						

LEGEND

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS ID 1 1 2 2 7 3 3

MATRIX 1-12: PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Rights of Way

TOTAL AUTOMATED = 0
TRUE CANDIDATES = 0

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive case file																						
1	3	M	Send authorization document to holder																						
2	1	M	Send case file to Case Maintenance																						

LEGEND:

(PRIORITY)
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

(SECURITY)
- S - Sensitive
- G - General Data/Process

(PROGRAM OBJECTIVES)
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

(INFORMATION PROCESSING AREAS)
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

(DERIVED USER REQUIREMENT CATAGORIES (CAT))
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS ID: 1 1 2 2 7 3 4

MATRIX 1-13 PROCESS EVALUATION (CANDIDATES)
[illegible] RE Rights of Way

TOTAL AUTOMATED = 2
TRUE CANDIDATES = 0

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive proposed comprehensive plan of operat																						
2	1	M	Receive case file from Docket																						
3	1	M	Review CPO																						
3	1	M	Determine if CPO complies with cond of auth d																						
4	1	A	Prepare Request for addl/revised CPO info	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
5	1	M	Request addl/revised CPO info from holder																						
5	1	M	Receive addl/revised CPO info																						
5	1	M	Review information																						
6	1	M	Determ if info complies with terms/cond grant																						
6	2	M	Calculate bond amount																						
7	1	M	Send ROW bond notice to Bond/Surety system																						
7	2	M	Receive Bond/Surety Notice																						
8	1	M	Send CF to Dispositions of Terminations if un																						
8	1	M	Send approved CPO to holder																						
9	1	A	Prepare Notice to proceed	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
9	1	M	Send Notice to Proceed to holder																						
9	1	M	Send case file to Docket																						

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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CASE TYPE Rights of Way

TOTAL AUTOMATED = 5
TRUE CANDIDATES = 2

IPO SUB PARA	SENT	DET	PROCESS (CANDIDATES)	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Case File from Docket																						
2	1	M	Receive POD from holder																						
3	1	M	Conduct pre-construction conf																						
3	1	M	Ensure terms/conditions understood																						
3	1	M	Discuss/approve the POD																						
3	2	M	Issue Notice to Proceed																						
3	2	M	Send approved POD to holder																						
4	1	M	Send Case File to Docket																						
5	1	M	Rec CF from Docket or Case Maintenance																						
6	1	M	Perform site inspection																						
6	2	A	Prepare Compliance Report	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
7	1	M	Place Compliance Report in Case File																						
7	1	A	Prepare non-compliance report	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
8	1	M	Issue compliance failure notice to holder																						
8	2	M	Receive notice of corrective action																						
8	3	M	Perform inspection for compliance																						
9	1	M	Add report to case file																						
9	1	A	Prepare termination request	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
9	1	M	Send Termination Req to Disposition of Termin																						
9	1	M	Send Case File to Disposition of Terminations																						
10	1	M	Issue stop work order if hazards exist																						
11	1	M	Receive request for resumption of activities																						
11	2	M	Perform site inspection																						
11	3	M	Issue resume work order																						
12	1	M	Send case file to Disposition of Terminations																						
13	1	M	Receive certification of construct																						
14	1	A	Update CR/ORCA	4	4	4	4	4	4	4.00	G	X	X	X		X	X	X	X	X		X		1	Case Information Update
14	1	A	Schedule next compliance	4	4	4	4	4	4	4.00	G		X				X	X	X	X	X	X		1	Future Action Suspence
15	1	M	Request collect on bond																						
15	1	M	Send CF/Collection request to Bond/Surety																						
16	1	M	Receive Bond/Surety Notice																						
16	2	M	Send CF to Disposition of Terminations																						
16	2	M	Send Termination Req to Disposition of Termin																						
17	1	M	Send Case File to Docket																						

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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TOTAL AUTOMATED = 4
TRUE CANDIDATES = 2

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
18	1	M	Receive Case File from Case Maintenance																						
19	1	M	Perform site insoection																						
19	1	M	Annotate Case File of Compliance Report																						
19	2	A	Prepare non-compliance Report	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
19	2	A	Prepare Comoliance Failure Notice	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
19	2	M	Send Comoliance Failure Notice to holder																						
20	1	M	Send Case File to Disposition of Rights																						
22	1	M	Permittee receives plat and road use info																						
22	3	M	Permittee reviews																						
22	4	M	Construction may begin if permittee approves																						
23	1	M	Further negotiations																						
24	1	A	Update road use info in Transpo Sys Records	4	4	4	4	4	4	4.00	G		X			X	X	X		X			X	1	Road/Transportation Update
25	1	M	Send signed construction plat to construction																						
25	2	M	File construction plat in Trans. Sys. Records																						
26	2	M	Request License Agreement from permittee																						
27	1	M	Receive License Agreement from permittee																						
28	2	M	Exchange road use info																						
29	1	M	Notify of improve comolete sent to other part																						
29	2	M	Send Case File to Docket																						
30	1	A	Update Transportation System Records	4	4	4	4	4	4	4.00	G		X			X	X	X		X			X	1	Road/Transportation Update

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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TOTAL AUTOMATED = 0
TRUE CANDIDATES = 0

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Case File from Adln Receiving																						
1	2	M	Create new Case File if partial assignment																						
1	3	M	Send Request to Serialize																						
2	1	M	Receive Case File from Serialize thru Docket																						
3	1	M	Send Case File to Monitor Compliance																						
4	1	M	Receive Case File from Monitor Compliance																						
4	2	M	Determine if all info received and correct																						
4	2	M	Approve assignment if correct																						
4	3	M	Send assignment decision																						
5	1	M	Send Case File to Case Maintenance																						

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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TOTAL AUTOMATED = 6
TRUE CANDIDATES = 0

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Case File and Termination Request																						
2	1	A	Prepare Notice of Intent or	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
2	1	A	Prepare Notice to Show Cause	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
2	1	M	Send Notice of Intent to holder or																						
2	1	M	Send Notice to Show Cause to holder																						
3	1	M	Allow holder to correct non compliance																						
4	1	M	Prepare Termination Notice	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
5	1	M	Send termination notice																						
6	1	M	Send Case File to Appeals																						
7	1	M	Receive Case File																						
7	1	M	Receive ALJ Decision																						
7	1	M	Take appropriate action																						
8	1	M	Receive Case File from Docket																						
8	1	M	Send Case File to Monitor Compliance																						
9	1	M	Receive Case File																						
9	1	A	Prepare Relinquishment Accepted Decision	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
10	2	M	Issue Relinquishment Accepted Decision to hol																						
11	1	A	Prepare Relinquishment Request	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
12	1	M	Send Request Relinquishment to holder																						
13	1	M	Receive Relinquishment Letter																						
14	1	A	Prepare Relinquishment Accepted Decision	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
15	1	M	Send Relinquishment Accepted Decision																						
15	2	M	Take appropriate action if nonconcurrence																						
15	1	M	Send Case File to Case Maintenance																						
15	1	M	Receive Case File from Case Maintenance																						
15	1	A	Prepare Termination Notice	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
15	1	M	Send termination notice																						

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS ID 1.1.2.2.7.3.5.2.3

MATRIX I-17 PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Rights of Way

TOTAL AUTOMATED = 3
TRUE CANDIDATES = 0

IPO SUB PARA#	SENT	DET	CANDIDATES PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Case File from Case Maintenance																						
2	1	A	Prepare Notice of Expiration	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
3	1	M	Send Notice of Expiration to holder																						
3	1	A	Prepare Termination Req	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
3	1	M	Send Case File to Disposition																						
4	1	M	Send Termination Req to Disposition																						
5	1	M	Receive Case File/Request Renewal																						
6	1	M	Send Case File to Monitor Compl																						
7	1	M	Receive Case File from Monitor Compliance																						
8	1	A	Prepare Authorization REnewal	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
8	1	M	Send authorization renewal to holder																						
6	1	M	Send Case File to Case Maintenance																						

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
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- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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TOTAL AUTOMATED = 15
TRUE CANDIDATES = 13

IPD SUB PARA#	SENT	SET	PROCESS (CANDIDATES)	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Case File																						
2	1	A	Update CR/ORCA	4	4	4	4	4	4	4.00	G	X	X	X		X	X	X	X	X		X		1	Case Information Update
3	1	A	Schedule post-authorization follow-up actions	4	4	4	4	4	4	4.00	G		X				X	X	X	X	X	X		1	Future Action Suspense
4	1	A	Send authorization updates to Records	4	4	4	4	4	4	4.00	G	X	X	X		X	X	X	X	X		X		1	Case Information Update
4	1	A	Send renewal updates to Records	4	4	4	4	4	4	4.00	G	X	X	X		X	X	X	X	X		X		1	Case Information Update
4	1	A	Send termination updates to Records	4	4	4	4	4	4	4.00	G	X	X	X		X	X	X	X	X		X		1	Case Information Update
4	1	A	Send assignment updates to Records	4	4	4	4	4	4	4.00	G	X	X	X		X	X	X	X	X		X		1	Case Information Update
5	1	M	Send Accounting Advice copy																						
5	1	A	Billing for future rentals established	4	4	4	4	4	4	4.00	G		X				X	X	X	X		X		1	Future Action Suspense
6	1	A	Update ALMS	4	4	4	4	4	4	4.00	G		X			X	X			X		X		1	Rental Information Update
7	1	M	Send Case File to Docket																						
8	1	M	Receive pending action report																						
9	1	M	Receive Case File from Docket																						
10	1	A	Prepare monitoring fee request	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
11	1	M	Request monitoring fees																						
11	1	M	Receive monitoring fees																						
11	1	M	Send monitoring fees to Accounting																						
12	2	M	Receive Accounting Advice																						
12	1	M	File Accounting Advice in Case File																						
13	1	M	Send Case File to Docket																						
14	1	M	Send Case File to Monitor Compliance																						
15	1	M	Send Case File to Disposition of Renewals																						
16	1	A	Calculate rental fee	4	4	4	4	4	4	4.00	G	X	X			X	X	X					X	1	Calculate ROW Rental
16	1	A	Adjust rental fee	4	4	4	4	4	4	4.00	G		X			X	X			X		X		1	Rental Information Update
17	1	M	Send Case File and Appraisal Req to Appraisal																						
19	1	M	Receive Case File/Appraisal Report																						
20	2	A	Prepare Notice of Rental Adjustment	2	2	1	1	2	2	1.67	G									X		X		3	Word Processing
20	1	M	Send Notice of Rental Adjustment																						
20	1	M	Update ALMS with rental information																						
21	1	M	Send Case File to Docket																						
22	1	M	Receive Energy Production Report from holder																						
22	1	A	Update Royalty Information	4	4	4	4	4	4	4.00	G		X			X	X	X		X		X		1	Rental Information Update
22	1	M	Receive Revenue Report from holder																						
22	1	A	Update Royalty Information	4	4	4	4	4	4	4.00	G		X			X	X	X		X		X		1	Royalty Information Update
22	1	A	Determine annual royalty payment amount due	4	4	4	4	4	4	4.00	G		X			X	X	X		X		X		1	Royalty Information Update

LEGEND:

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[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
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14. Inspection Data Process

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TOTAL AUTOMATED = 5
TRUE CANDIDATES = 4

IPO SUB PARA#	SENT	DET	PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
22	3	A	Prepare Notice of Royalty Due	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
22	3	M	Send Notice of Ravalty Due Holder																						
23	1	M	Receive Rovalty Fee																						
23	2	M	Send Fee to Accounting																						
24	1	M	Receive Case File from Docket																						
25	1	M	Receive Accounting Advice																						
25	2	M	File Accounting Advice in Case File																						
26	1	M	Send Case File to Docket																						
27	1	M	Receive Notice of Nonpayment from ALMS																						
27	2	M	Send Notice of Nonpayment to holder																						
28	1	M	Receive rental fee from holder																						
28	1	M	Send rental fee to Accounting																						
29	1	M	Receive Case File from Docket																						
30	1	M	Receive Accounting Advice from Accounting																						
30	1	M	File Advice in Case File																						
30	2	A	Update ALMS	4	4	4	4	4	4	4.00	G		X			X	X	X		X		X		1	Case Information Update
31	1	M	Send Case File to Docket																						
32	1	M	Receive Case File from Docket																						
32	1	M	Send CF/Termin Request to Disposition of Term																						
33	1	A	Update CR/ORCA	4	4	4	4	4	4	4.00	G		X			X	X	X		X		X		1	Case Information Update
34	1	M	Receive Certification of Quality, for O&C lan																						
34	2	M	Receive Case File from Docket																						
35	1	M	Send Billing or Refund info to Accounting																						
36	1	M	Receive Accounting Advice																						
36	2	M	Send Case File to Disposition of Terminations																						
37	1	M	Receive Case File from Docket																						
37	2	M	Receive Road Use Report from permittee																						
37	3	A	Determine Road Use and Maintenance Fees due	4	4	4	4	4	4	4.00	G		X			X	X	X					X	2	Calculate Road Use & Maintance Fees
38	1	M	Send Req for road use and maint fees to permi																						
39	1	M	Receive fees from Permittee																						
40	1	M	Send fees to Accounting																						
40	2	M	Receive Accounting Advice																						
40	2	M	File Advice in Case File																						
41	1	A	Update Transportation System Records	4	4	4	4	4	4	4.00	G		X			X	X	X		X		X		1	Road/Transportion Update
42	1	M	Send Case File to Docket																						

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DATA DICTIONARY ELEMENT				EVALUATION CRITERIA			** ALMRS AUTOMATED DATA AREAS											
DATA NAME	DATA TYPE	SEC	DET	INTERNAL SYSTEM	SATISFY USER REQUIREMENT	LAND DESC	OWN& STAT	SER# LOG	STIP	REGU REFR	DOC REFR	CASE ACTS	BOND	SURE	QUAL	MSTR NAME	RES DATA	GEO COOR
Accounting Advice	Record	S	A	X	1	X		X										
Additional Application Information	Element(s)	S	A		3*													
Add't/Revise Comprehensive POD Info	Element(s)	G	A		3*													
Administrative Law Judge Decision	Record	G	M															
Amended Application	Record	G	A		3*													
Appeal Decision	Record	G	M															
Application	Record	S	M															
Application Fee	Element	S	M															
Application Information	Record	G	A		3*													
Application Receiving Updates	Record	G	A	X	1							X						
Apln Withdrawn/Case Closed Decision	Record	G	M															
Appraisal Report	Record	G	M															
Appraisal Request	Record	G	M															
Approved Comprehensive Plan of Ops	Record	G	M															
Approved Plan of Development	Record	G	M															
Assignment Decision	Record	G	M															
Assignment Updates	Record	G	A	X	1			X				X					X	X
Authorization Document	Record	G	A		3*													
Authorization Renewal	Record	G	A		3*													
Authorization Updates	Record	G	A	X	1			X				X					X	X
Bid	Element	S	A		3*													
Bid Deposit	Element	S	M															
Bid Deposit Refund Notice	Decision	G	A		3*													
Billing or Refund Information	Record	G	A		1			X										
Bond and Surety Notice	Data Flow	G	A	X	1								X	X				
Case Files	Set	G	A		1	X	X	X				X						
Certificate of Construction	Record	G	A		1		X	X				X						
Certiftn of Qty of Material Hauled	Record	G	A		1		X	X				X						
Comments	Record	G	M															
Compliance Failure Notice	Record	G	A		3*													
Compliance Updates	Record	G	A	X	1		X	X				X						
Concurence on Application	Element	G	M															

LEGEND: [USER REQUIREMENT CATEGORIES]

1. Case Transactions
2. Case Accounting Processing
3. Office Support
4. Legal Reference Control
5. Land Status Records Processing
6. Query Processing
7. System Chargeback
8. Document Reference
9. Management Information Processing
10. Information Transfer
11. Qualification Processing
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* By-product of an automated process.

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DATA DICTIONARY ELEMENT				EVALUATION CRITERIA			** ALMRS AUTOMATED DATA AREAS												
DATA NAME	DATA TYPE	SEC	DET	INTERNAL SYSTEM	SATISFY USER REQUIREMENT	LAND DESC	OWN& STAT	SER# LOG	STIP	REGU REFR	DOC REFR	CASE ACTS	BOND	SURE	QUAL	MSTR NAME	RES DATA	GEO COOR
Construction Plats	Record	G	M															
Disqualified Bidder Information	Data Flow	G	M															
Disqualified Bidder Notice	Record	G	A		3*													
Energy Production and Revenue Rpts	Set	G	M															
Estimated Processing Fee	Element	G	M															
Fees Updates	Record	G	A	X	3*													
Fifty One Zero One Account Report	Record	G	M															
Follow-up Action Updates	Record	G	A	X	1							X						
Future Action Suspense Card	Data Store	G	A	X	1			X				X						
High Bid Information	Record	G	M															
Holder Notices	Record	G	M															
Land Description	Elements(s)	G	M															
Land Report or O&C Res Analysis	Set	G	A		6	X					X							
Land Status Information	Record	G	A		6	X	X	X				X					X	
Legal Descriptn of Proposed Parcel	Element	G	M															
Letter of Intent	Record	G	M															
License Agreements	Record	G	M															
Mining Claim Information	Set	G	A	X	6	X	X	X				X					X	X
Monitoring Fees	N/A	N/A	M															
Non-BLM Approvals	Record	G	A		3*													
Notice of Appeal	Record	G	M															
Notice of Construction	Element	G	M															
Notice of Corrective Action	Record	G	M															
Notice of Expiration	Record	G	A		3*													
Notice of 1st Qtr Deposit Required	Record	G	A		3*													
Notice Of Intent to Grant ROW	Record	G	A		2			X				X						
Notice of intent to Terminate	Record	G	A		3*													
Notice of Nonpayment	Record	G	A	X	1			X				X						
Notice of Rental Adjustment	Record	G	M															
Notice of Subsequent Payment Due	Record	G	M															
Notice of Royality Due	Record	G	M															

LEGEND: (USER REQUIREMENT CATEGORIES)

1. Case Transactions
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DATA DICTIONARY ELEMENT				EVALUATION CRITERIA			ALMRS AUTOMATED DATA AREAS**												
DATA NAME	DATA TYPE	SEC	DET	INTERNAL SYSTEM	SATISFY USER REQUIREMENT	LAND DESC	OWN& STAT	SER# LOG	STIP	REGU REFR	DOC REFR	CASE ACTS	BOND	SURE	QUAL	MSTR NAME	RES DATA	GEO COOR
Notice to proceed	Record	G	A		3*													
Notice to Show Cause	Record	G	A		3*													
Offer of Authorization Decision	Set	G	M															
Pending Action Report	Set	G	A	X	1							X						
Plan of Development	Set	G	M															
Planning Document	Data File	G	M															
Planning Information	Element(s)	G	A		12						X							
Project Number	Element	G	M															
Proposal	Data Set	G	M															
Proposal Information	Data File	S	A		12	X	X											
Proposed Comprehensive Plan of Ops	Data File	G	M															
Public Interest	Data Flow	G	M															
Public Notice	Record	G	M															
Rejection Decision	Record	G	A		3*													
Rejection Recommendation	Data Flow	G	A		3*													
Relinquishment Accepted Decision	Record	G	A		3*													
Relinquishment Letter	Record	G	M															
Relinquishment Request	Record	G	A		3*													
Remainder of Bid	Element	S	M															
Renewal Updates	Record	G	A	X	1			X				X						
Rental Fee	Element	G	A		1.2							X						
Rental Fee Information	Element(s)	G	A		2							X						
Rental Fee Schedule	Data Store	G	A		2							X						
Rental Fee Updates	Record	G	A	X	1.2	X	X	X				X						
Request Additional Application Info	Record	G	M															
Request Additional/Revised CPO Info	Record	G	M															
Request Amended Application	Record	G	M															
Request Application	Record	G	A		3*													
Request Application Information	Record	G	M															
Request Concurrence	Record	G	A		3*													
Request Fee	Record	G	M															
Request Land Description	Record	G	A		3*													

LEGEND: [USER REQUIREMENT CATEGORIES]

1. Case Transactions
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DATA NAME	DATA TYPE	SEC	DET	INTERNAL SYSTEM	SATISFY USER REQUIREMENT		LAND DESC	OWN& STAT	SER# LOG	STIP	REGU REFR	DOC REFR	CASE ACTS	BOND	SURE	QUAL	MSTR NAME	RES DATA	GEO COOR
Rqst Land Rot Or O&C Res Analysis	Data Flow	G	A		1		X					X	X					X	
Request License Agreement	Record	G	M																
Request Monitoring Fees	Record	G	A		3*														
Request Non-BLM Approvals	Record	G	M																
Rqst Permission to Resume Activity	Record	G	M																
Request Refund	Record	G	A		3*														
Request Relinquishment	Record	G	M																
Request Remainder of Bid	Record	G	M																
Request Renewal	Record	G	M																
Request Resource Information	Record	G	A		6		X						X						
Request Road Use or Maintence Fees	Record	G	M																
Rqst Surface Management Agency Info	Record	G	M																
Request to Collect on Bond	Data Flow	G	A	X	1								X	X					
Request to Establish 5101 Account	Record	G	M																
Request to Serialize	Data Flow	G	M																
Request to Withdraw Application	Record	G	M																
Resource Information	Set	G	A		6								X					X	
Resume Work Order	Record	G	M																
Right-of-Way Bond Notice	Record	G	A	X	1			X	X					X	X				
Right-of-Way Information	Record	G	A		6		X						X						
Road Maintence Fees	Element	S	M																
Road Maintence Fees Information	Record	G	A	X	1								X						
Road Records Information	Record	G	A		6								X				X	X	
Road Use Fees	Element	S	M																
Road Use Fees Information	Record	G	M																
Road Use Information	Record	G	A		1								X						
Road Use Report	Record	G	M																
Royality Fees	Element	S	A		1								X						
Serialize Update	Record	G	A	X	1		X	X	X				X						
Signed Construction Plats	Record	G	M																
Stop Work Order	Record	G	M																
Successful Bidder Notice	Record	G	A		3*														

LEGEND: [USER REQUIREMENT CATEGORIES]

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Rqst Land Rpt Or O&C Res Analysis	Data Flow	G	A		1	X					X	X					X	
Request License Agreement	Record	G	M															
Request Monitoring Fees	Record	G	A		3*													
Request Non-BLM Approvals	Record	G	M															
Rqst Permission to Resume Activity	Record	G	M															
Request Refund	Record	G	A		3*													
Request Relinquishment	Record	G	M															
Request Remainder of Bid	Record	G	M															
Request Renewal	Record	G	M															
Request Resource Information	Record	G	A		6	X						X						
Request Road Use or Maintence Fees	Record	G	M															
Rqst Surface Management Agency Info	Record	G	M															
Request to Collect on Bond	Data Flow	G	A	X	1							X	X					
Request to Establish 5101 Account	Record	G	M															
Request to Serialize	Data Flow	G	M															
Request to Withdraw Application	Record	G	M															
Resource Information	Set	G	A		6							X					X	
Resume Work Order	Record	G	M															
Right-of-Way Bond Notice	Record	G	A	X	1		X	X					X	X				
Right-of-Way Information	Record	G	A		6	X						X						
Road Maintence Fees	Element	S	M															
Road Maintence Fees Information	Record	G	A	X	1							X						
Road Records Information	Record	G	A		6							X				X	X	
Road Use Fees	Element	S	M															
Road Use Fees Information	Record	G	M															
Road Use Information	Record	G	A		1							X						
Road Use Report	Record	G	M															
Royality Fees	Element	S	A		1							X						
Serialize Update	Record	G	A	X	1	X	X	X				X						
Signed Construction Plats	Record	G	M															
Stop Work Order	Record	G	M															
Successful Bidder Notice	Record	G	A		3*													

LEGEND: [USER REQUIREMENT CATEGORIES]

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Surface Management Agency Report	Record	G	M																
Termination Notice	Record	G	A		3*														
Termination Request	Record	G	A		3*														
Termination Updates	Record	G	A	X	1				X				X						
Transportation System Records Info	Record	G	A	X	1,6			X					X				X	X	
Verifin of Successful Bidder Info	Data Flow	G	M																

LEGEND: [USER REQUIREMENT CATEGORIES]

1. Case Transactions
2. Case Accounting Processing
3. Office Support
4. Legal Reference Control
5. Land Status Records Processing
6. Query Processing
7. System Chargeback
8. Document Reference
9. Management Information Processing
10. Information Transfer
11. Qualification Processing
12. Resource Information Processing
13. Acreage Control Processing
14. Inspection Data Processing

** ALMRS Data Areas are based on original objectives identified in the "ALMRS" Pamphlet Approved By the BLM Director.

* By-product of an automated process.

SECurity:
G - General
S - Sensitive

DETermination:
A - Automated Candidate
M - Manual

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LEASES
AND PERMITS

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DFD PROCESS PRIMITIVES				MISSION ELEMENTS													PROCESS EVALUATION MATRIX
				RECORDS					RESOURCES				TECHNICAL				
PROCESS IDENTIFIER	TITLE	DET	n/t	PRE	POST	SUPP	MAINT	INVEN	ANALY	MON/C	IMPLE	PLAN	INFO	ANALY	PROD	ADMIN	
1.1.2.2.8.1.1	Pre-Application Activity	A	2/2	x													J-1
1.1.2.2.8.1.2	Establish Case File	A	3/4	x		x											J-2
1.1.2.2.8.1.3	Adjudication	A	5/9	x													J-3
1.1.2.2.8.2	Process Lease	A	7/12	x		x											J-4
1.1.2.2.8.3.1	Perform Inspection	A	3/3		x												J-5
1.1.2.2.8.3.2	Noncompliance	A	4/7		x		x										J-6
1.1.2.2.8.4	Lease Modification	A	1/1		x												J-7

LEGEND:

A = Automated Process
M = Manual Process (cannot be automated)

n/t = Automation Factoring Summary:
"n" is the total number of true automated candidates
"t" is the total number of automated processes

* Data Evaluation Matrix = X

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PROCESS ID: 1.1.2.2.8.1.1

MATRIX J-1. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Leases & Permits

TOTAL AUTOMATED = 2
TRUE CANDIDATES = 2

IPO SUB PARA#	SENT	DET	PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Inquiry from Prospective Applicant																						
3	1	M	Check Applicable Regulations																						
3	1	A	Check Land Use Plan	3	3	4	4	4	4	3.67	G	x	x			x	x	x		x	x			12	Resource Information Generation
3	1	M	Conduct Field Inspection																						
4	1	A	Identify Potential Land Use Conflicts	3	3	4	4	4	4	3.67	G	x	x			x	x	x		x	x		x	12	Resource Conflict Analysis
4	1	M	Discuss Findings with Applicant																						
5	1	M	Estimate all Costs Involved																						
5	1	M	Discuss Lease Info/Costs w/ Aplicant																						

LEGEND:

(PRIORITY)
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

(SECURITY)
- S - Sensitive
- G - General Data/Process

(PROGRAM OBJECTIVES)
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

(INFORMATION PROCESSING AREAS)
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

(DERIVED USER REQUIREMENT CATAGORIES (CAT))
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS ID 1 1 2 2 6 1 2

MATRIX J-2. PROCESS EVALUATION (CANDIDATES)
CAR[illegible] Leases & Permits

TOTAL AUTOMATED = 4
TRUE CANDIDATES = 3

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Aoln/Proposal, Money from Applicant																						
2	1	A	Prepare Fee Request	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
2	1	M	Send Fee Request to Applicant if none Rcvd																						
3	1	M	Date/Time Stamp the Aoln																						
4	1	A	Assign Serial Number	4	4	4	4	4	4	4.00	G	x					x	x	x		x			1	Case Serialization
5	1	A	Prepare Accounting Advice	4	4	4	4	4	4	4.00	G		x			x	x	x	x		x	x	x	2	Accounting Form Preparation
5	1	M	Send Acctg Advice & Money to FMS																						
5	2	M	Make Copies for Case File																						
6	1	A	Update Case Recordation	4	4	4	4	4	4	4.00	G	x		x		x	x	x	x		x			1	Case Information Update
7	1	M	Build Case File																						
8	1	M	Send Case File to Adjudication																						

LEGEND:

(PRIORITY)
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

(SECURITY)
S - Sensitive
G - General Data/Process

(PROGRAM OBJECTIVES)
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

(INFORMATION PROCESSING AREAS)
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

(DERIVED USER REQUIREMENT CATAGORIES (CAT))
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS ID: 1.1.2.2.8.1.3

MATRIX J-3. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Leases & Permits

TOTAL AUTOMATED = 9
TRUE CANDIDATES = 5

IPO SUB PARA#	SENT	DET	PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive CF from "Establish Case File"																						
2	1	M	Receive CF from 2720 Sales for R&PP																						
3	1	A	Check/Verify Land Status	4	4	4	4	4	4	4.00	G		x			x	x			x	x			1	Case Information Validation
3	2	M	Check Applicants Qualifications																						
3	4	M	Check Apln for Errors and Legality																						
3	4	A	Check LLD Mathematically	4	4	4	4	4	4	4.00	G	x	x			x		x		x	x		x	5	Land Description Interpretater
4	1	M	Receive Modification Req from "Lease Mod"																						
5	1	M	Analyze Modification																						
6	1	A	Prepare Cancellation Decision	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
6	1	M	Send Cancellation Dec to Lessee/Applicant																						
7	1	A	Prepare Deficiency Letter	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
7	1	M	Send Letter to Applicant																						
8	1	M	Receive Corrected Info from Applicant																						
9	1	M	Send CF to Resource Eval for NORA																						
10	1	M	Receive NORA from Resource Eval																						
11	1	M	Receive Apln for Section 302																						
11	3	M	Check/Verify Apln Same as Previously																						
13	1	M	Estimate Reimbursable Costs																						
14	1	A	Prepare Cost Reimbursement Letter	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
14	1	M	Send Letter to Applicant																						
15	1	M	Receive Money from Applicant																						
16	1	A	Prepare Acctg Advice	4	4	4	4	4	4	4.00	G		x			x	x	x	x		x	x	x	2	Accounting Form Preparation
16	1	M	Send Acctg Advice & Money to FMS																						
17	1	A	Prepare SMA Notification Letter	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
17	2	M	Send Letter to SMA																						
18	1	M	Receive SMA Letter Reply																						
19	1	M	Send Airport Lease Letter to FAA																						
20	1	A	Update Case Recordation	4	4	4	4	4	4	4.00	G	x		x		x	x	x	x			x		1	Case Information Update
21	1	A	Update Records	4	4	4	4	4	4	4.00	G	x		x		x	x	x	x			x		5	Plat Records Entry/Update
23	1	M	Send CF to Resource Eval for Reports																						

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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TOTAL AUTOMATED = 12
TRUE CANDIDATES = 7

IPO SUB PARA	SENT	DET	PROCESS (CANDIDATES)	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive CF from Resource Eval w/ Reports																						
2	1	A	Update Case Recordation w/ Final Classifi	4	4	4	4	4	4	4.00	G	x		x		x	x	x	x			x		1	Case Information Update
2	1	A	Update Records w/ Final Classification	4	4	4	4	4	4	4.00	G	x		x		x	x	x	x			x		5	Plat Records Entry/Update
3	1	A	Prepare Offer to Lease w/ Stips	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
3	1	M	Send Offer to Lease to Applicant																						
4	1	M	Receive Signed Lease and Money																						
4	2	A	Prepare Acctg Advice	4	4	4	4	4	4	4.00	G		x			x	x	x	x		x			2	Accounting Form Preparation
4	2	M	Send Accounting Advice and Money to FMS																						
5	1	A	Prepare Acctg Advice For ALMS	4	4	4	4	4	4	4.00	G		x			x	x	x	x		x			2	Accounting Form Preparation
5	2	A	Send to DSC	4	4	2	2	1	2	2.50	G										x			3	Electronic Mail
6	1	A	Prepare Final Lease	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
6	1	M	Send Lease to Lessee																						
7	1	A	Update Case Recordation	4	4	4	4	4	4	4.00	G	x		x		x	x	x	x			x		1	Case Information Update
8	1	A	Update Records	4	4	4	4	4	4	4.00	G	x		x		x	x	x	x			x		5	Plat Records Entry/Update
9	1	M	Send CF to Docket																						
10	1	M	Receive Airport Lease Letter Reply from FAA																						
10	1	M	Repeat Above Processing Procedure																						
19	1	M	Send Join to Bond & Surety if Required on 302																						
20	1	M	Rec Bond & Surety Info from 645																						
21	1	A	Prepare Field Solicitor Review Request	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
21	1	M	Send Request to Field Solicitor																						
22	1	M	Receive Solicitor Comments																						
23	1	M	Estimate Rental Money Owed																						
24	1	A	Prepare Offer to Lease w/ Stips	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
24	1	M	Send Offer to Applicant																						
25	1	M	Receive Signed Lease and Money																						
25	2	A	Prepare Acctg Advice	4	4	4	4	4	4	4.00	G		x			x	x	x	x		x			2	Accounting Form Preparation
25	2	M	Send Acctg Advice And Money to FMS																						
26	1	M	Process Rest As Previously Outlined Above																						

LEGEND:

(PRIORITY)
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

(SECURITY)
- S - Sensitive
- G - General Data/Process

(PROGRAM OBJECTIVES)
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

(INFORMATION PROCESSING AREAS)
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

(DERIVED USER REQUIREMENT CATAGORIES (CAT))
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS ID 1.1.2.2.8.3.1

MATRIX J-5 PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Leases and Permits

TOTAL AUTOMATED = 3
TRUE CANDIDATES = 3

IFD SUB PARA	SENT	DET	PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	GU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	A	Check Future Action Suspense	4	4	4	4	4	4	4.00	G	x	x				x	x		x	x		x	1	Future Action Suspense
1	1	M	CF from Docket																						
2	1	M	Review Stips/Conduct Inspection																						
3	1	A	Complete Compliance Check Form	3	3	4	4	3	4	3.50	G	x	x			x	x	x	x	x	x	x	x	1	Case Form/Document Preparation
4	1	M	Send CF to "Noncompliance" if Problem																						
5	1	A	Update Case Recordation	4	4	4	4	4	4	4.00	G	x		x		x	x	x	x			x		1	Case Information Update
6	1	M	Send CF to Docket																						

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS ID 1.1.2.2.8.3.2

MATRIX J-6 PROCESS EVALUATION (CANDIDATES)
CASE Leases and Permits

TOTAL AUTOMATED = 7
TRUE CANDIDATES = 4

IFO SUB PARA#	SENT	DET	PROCESS (CANDIDATES)	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive CF from "Perform Inspection"																						
2	1	A	Prepare Instructions/Temp. Suspension	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
2	2	M	Send Compliance Chk & Instructions to Lessee																						
3	1	M	Rec Reply & Request to Resume from Lessee																						
3	3	M	Perform Field Inspection if Necessary																						
4	1	A	Prepare Interlocutory Decision	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
4	1	M	Send Decision to Lessee																						
5	1	M	Receive Lessee Reply																						
5	1	M	Perform Additional Inspection																						
6	1	A	Prepare Cancellation Decision	2	2	1	1	2	2	1.67	G								x		x			3	Word Processing
6	1	M	Send Decision with Appeal Right																						
7	1	A	Remove ALMS Account from DSC System	4	4	4	4	4	4	4.00	G	x		x		x	x	x				x		1	Case Information Update
8	1	M	Perform Final Field Inspection																						
9	1	A	Update Case Recordation	4	4	4	4	4	4	4.00	G	x		x		x	x	x	x			x		1	Case Information Update
9	1	A	Update Records	4	4	4	4	4	4	4.00	G	x		x		x	x	x	x			x		1	Case Information Update
10	1	M	Send CF to Bond & Surety to Release Bond																						
11	1	M	Receive CF from Bond & Surety																						
12	1	M	Close Case																						
12	1	A	Update Case Recordation	4	4	4	4	4	4	4.00	G	x	x	x		x	x	x	x			x		1	Case Information Update
12	1	M	Send CF to Docket																						

LEGEND:

(PRIORITY)
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

(SECURITY)
- S - Sensitive
- G - General Data/Process

(PROGRAM OBJECTIVES)
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

(INFORMATION PROCESSING AREAS)
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

(DERIVED USER REQUIREMENT CATAGORIES (CAT))
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS ID: 1.1.2.2.8.4

MATRIX J-7. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Leases and Permits

TOTAL AUTOMATED = 1
TRUE CANDIDATES = 1

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Rec Lease Mod and Money as Required																						
2	1	A	Prepare Acctg Advice	4	4	4	4	4	4	4.00	G		x			x	x	x	x		x			2	Accounting Form Preparation
2	1	M	Send Acctg Advice & Money to FMS																						
3	1	M	Receive CF from Docket																						
4	1	M	Determine if Further Study Required																						
5	1	M	Send CF & Mod Request to "Adjudication"																						

LEGEND:

(PRIORITY)
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

(SECURITY)
- S - Sensitive
- G - General Data/Process

(PROGRAM OBJECTIVES)
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

(INFORMATION PROCESSING AREAS)
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

(DERIVED USER REQUIREMENT CATAGORIES (CAT))
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DATA DICTIONARY ELEMENT				EVALUATION CRITERIA			ALMRS AUTOMATED DATA AREAS**												
DATA NAME	DATA TYPE	SEC	DET	INTERNAL SYSTEM	SATISFY USER REQUIREMENT		LAND DESC	OWN&STAT	SER#LOG	STIP	REGU PERF	DOC REFR	CASE ACTS	BOND	SURE	QUAL	MSTR NAME	RES DATA	GEO COOR
Accounting Advice	Record	G	A		2			x					x						
Airport Lease Letter	Record	G	A		3*														
Airport Lease Letter Reply	Record	G	M																
Application	Record	G	A		1								x						
Bond and Survey Information	Record	G	A	x	2			x					x	x	x				
Cancellation Decision	Record	G	A		1,3								x						
Case File	File	G	M																
Compliance Check Form	Record	G	A		1								x						
Cost Reimbursement Letter	Record	G	A		1,3			x	x				x						
Deficiency Letter	Record	G	A		1,3			x	x				x						
Deficiency Letter Reply	Record	G	A		1,3			x	x				x						
Inquiry	Record	G	M																
Interlocutory Decision	Record	G	A		3*														
Lease	Record	G	A		1			x	x	x			x						
Lease Information	Record	G	A		1,10		x				x		x						
Lease Modification	Record	G	M																
Lease Reply	Record	G	M																
[illegible]ification Request	Record	G	A		3*														
Money	Element	G	M																
Offer to Lease	Record	G	A		1		x		x				x						
Proposal	Record	G	A		1		x		x				x						
SMA Letter	Record	G	A		3*														
SMA Letter Reply	Record	G	A		1		x	x	x				x						
Solicitor Comments	Record	G	A		1		x	x	x				x						
Update Information	Record	G	A	x	1		x	x	x				x						

LEGEND: (USER REQUIREMENT CATEGORIES)

1. Case Transactions
2. Case Accounting Processing
3. Office Support
4. Legal Reference Control
5. Land Status Records Processing
6. Query Processing
7. System Chargeback
8. Document Reference
9. Management Information Processing
10. Information Transfer
11. Qualification Processing
12. Resource Information Processing
13. Acreage Control Processing
14. Inspection Data Processing

** ALMRS Data Areas are based on original objectives identified in the "ALMRS" Pamphlet Approved By the BLM Director.

* By-product of an automated process.

SECurity:
G - General
S - Sensitive

DETermination:
A - Automated Candidate
M - Manual

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CONVEYANCES

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DFD PROCESS PRIMITIVES				MISSION ELEMENTS												PROCESS EVALUATION MATRIX
				RECORDS				RESOURCES				TECHNICAL				
PROCESS IDENTIFIER	TITLE	DET	n/t	FRE	POST	SUPP	MAINT	INVEN	ANALY	MON/CO	IMPLE	PLAN	INFO	ANALY	PROD	ADMIN	
1.1.2.2.9.1.1	ANCSA Adjn Review	A	10/12	X													K-1
1.1.2.2.9.1.2	ANCSA Pre-Adjudication	A	12/19	X													K-2
1.1.2.2.9.1.3	Draft Decision Preparation	A	7/9	X													K-3
1.1.2.2.9.1.4	DIC Issuance	A	6/9	X													K-4
1.1.2.2.9.1.5	Interim Conveyance Process	A	9/11	X													K-5
1.1.2.2.9.1.6	Pre-ANCSA Patent	A	3/6	X													K-6
1.1.2.2.9.1.7	ANCSA Patent Issuance	A	12/13	X													K-7
1.1.2.2.9.2.1	Parcel Screening	A	19/20	X													K-8
1.1.2.2.9.2.2	Pool Placement Notification	A	9/12	X													K-9
1.1.2.2.9.2.3	Pre-Selection	A	3/4	X													K-10
1.1.2.2.9.3.1	Collect Easement Information	A	5/11	X													K-11
1.1.2.2.9.3.2	Finalize Easement Recommend	A	2/3	X													K-12
1.1.2.2.9.3.3	Review Easements	A	4/5	X													K-13
1.1.2.2.9.3.4	Release Easements	A	2/3	X													K-14
1.1.2.2.9.3.5	Request Donation of Easements	A	2/3	X													K-15
1.1.2.2.9.3.6	Finalize Easement Review	A	5/8	X													K-16
1.1.2.2.9.4	Determinations	A	10/14	X													K-17
1.1.2.2.9.5.1	State Application Review	A	10/11	X													K-18
1.1.2.2.9.5.2	State Pre-Adjudication	A	11/13	X													K-19
1.1.2.2.9.5.3	State Decision Issuance	A	10/11	X													K-20
1.1.2.2.9.5.4	Tentative Approval Process	A	6/9	X													K-21
1.1.2.2.9.5.5	State Conveyance Process	A	6/7	X													K-22
1.1.2.2.9.5.6	State Patent Issuance	A	19/20	X													K-23
1.1.2.2.9.6.1	Unresolved Case Suspension	A	3/4	X													K-24
1.1.2.2.9.6.2	Case Resolution	A	3/3	X													K-25
1.1.3.2.9.7.1	Mineral Estate Case Review	A	2/2	X													K-26
1.1.3.2.9.7.2	Mineral Patent Issuance	A	3/4	X													K-27
1.1.2.2.9.8.1	Case Rejection Notification	M	0/4														K-28
1.1.2.2.9.8.2	Case Notation	A	2/2	X													K-29
1.1.2.2.9.9.1	Examine Evidence of Use	A	3/3	X													K-30
1.1.2.2.9.9.2	Interview Report Preparation	M	0/0														K-31
1.1.2.2.9.9.3	Field Report Preparation	M	0/1														K-32
1.1.2.2.9.9.4	Write Final Navigability Memo	A	2/3	X													K-33
1.1.2.2.9.10.1	Revenue Calculation	A	3/3	X													K-34
1.1.2.2.9.10.2	Revenue Update	A	2/2	X													K-35
1.1.2.2.9.11.1	Waiver/Merger/Succession Revw	A	4/4	X													K-36
1.1.2.2.9.11.2	Disposition Notification	A	2/4	X													K-37
1.1.2.2.9.12.1	Pre-Land Reconveyance	A	1/5	X													K-38
1.1.2.2.9.12.2	Title Review	A	1/3	X													K-39
1.1.2.2.9.12.3	Certificate/Patent Issuance	A	3/3	X													K-40

LEGEND:

A = Automated Process
M = Manual Process (cannot be automated)

n/t = Automation Factoring Summary:
"n" is the total number of true automated candidates
"t" is the total number of automated processes

* Data Evaluation Matrix = XI

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DFD PROCESS: ANCSA Application Review
PROCESS ID: 1.1.2.2.9.1.1

MATRIX K-1. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Conveyances (Alaska)

TOTAL AUTOMATED = 12
TRUE CANDIDATES = 10

IPO PARA	SUB SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	A	Case file serialization	4	4	4	4	4	4	4.00	S	X	X	X			X	X			X			1	Case Serialization
2	1	A	Verify application	4	4	4	3	2	3	3.33	S		X			X		X	X				X	1	Application Verification
2	1	A	Conduct land status check	4	4	4	4	4	4	4.00	G	X	X	X		X	X	X		X				6	Land Use/Plat Query
2	1	A	Legal reference lookup	2	3	3	2	2	3	2.50	G		X			X				X				4	Legal Reference Query
2	1	M	Review applicable legal reference																						
3	1	A	Prepare letter for add't info	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
3	1	M	Send add't info request																						
3	1	A	Note issuance of add't info request	4	3	2	2	2	3	2.67	G						X	X	X					1	Case Action Notation
4	1	A	Note receipt of add't info	4	3	2	2	2	3	2.67	G						X	X	X					1	Case Action Notation
5	1	A	Prepare letter for good standing	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
5	1	M	Send good standing request																						
6	1	M	Get any associated case files from docket																						
7	1	M	Determine proper selection by native corp.																						
7	1	A	Determine if lands are withdrawn	4	4	4	4	4	4	4.00	G	X	X	X				X		X					1	Case Information Query
7	1	M	Send case to 3e Determination if withdrawn																						
8	1	M	Case file received w/3e determination																						
9	1	A	Verify acreage conveyed w/corp. entitlements	4	4	4	4	4	4	4.00	S		X			X	X	X		X			X	13	Acreage Verification
10	1	M	Send case file to AK Withdrawals																						
11	1	M	Receive notice of withdrawal if any																						
11	1	A	Note additional lands available for selection	4	4	4	4	3	3	3.67	S		X			X	X	X				X		1	Case Action Notation
12	1	A	Check lands for erroneous convevance	4	4	4	4	4	4	4.00	S	X	X			X	X	X		X				1	Case Information Verification
12	1	M	Send case file to PreLand Convey if erroneous																						
13	1	M	Reject case file if discrepancy																						
14	1	M	Send case file to ANCSA PreAdjud if Apln ok																						

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: ANCSA Pre-Adjudication
PROCESS ID: 1.1.2.2.9.1.2

MATRIX K-2 (SS EVALUATION (CANDIDATES)
CASE Conveyances (Alaska)

TOTAL AUTOMATED = 19
TRUE CANDIDATES = 12

IPO SUB PARA#	SENT	DET	PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive case file from ANCSA Adjn Review																						
2	1	A	Verify application is pursuant to ANCSA	4	4	4	3	2	3	3.33	S		X			X	X	X		X				1	Application Verification
2	1	A	Prepare eligibility report request	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
2	1	M	Issue eligibility report request to BIA																						
2	1	A	Note issuance of eligibility report request	2	2	2	2	2	2	2.00	G						X	X	X					1	Case Action Notation
2	2	A	Note receipt of eligibility report	2	2	2	2	2	2	2.00	G						X	X	X					1	Case Action Notation
3	1	A	Prepare request for use auth resolution	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
3	1	A	Note issuance of use auth resolution request	2	2	2	2	2	2	2.00	G						X	X	X					1	Case Action Notation
3	1	M	Sent use auth resolution request to Res Eval																						
4	1	A	Prepare request for lease adjudication	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
4	1	A	Note issuance of lease adjudication request	3	4	2	2	2	3	2.67	G						X	X	X					1	Case Action Notation
4	1	M	Sent lease adj request to Lease Adj																						
5	1	A	Prepare request for mining claim adjudication	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
5	1	A	Note issuance of mining claim adj request	3	4	2	2	2	3	2.67	G						X	X	X					1	Case Action Notation
5	1	M	Sent mining claim adj request to MC Adj																						
6	1	A	Note receipt of status memo from MC Adj	4	3	3	2	2	3	2.83	G						X	X	X					1	Case Action Notation
7	1	A	Prepare easement recommendation request	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
7	1	A	Note issuance of easement recomnd request	4	3	3	2	2	3	2.83	G						X	X	X					1	Case Action Notation
7	1	M	Sent easement recomnd request to field staff																						
8	1	A	Prepare nav-determination request	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
8	1	A	Note issuance of nav-determination request	2	2	3	2	2	3	2.33	G						X	X	X					1	Case Action Notation
8	1	M	Sent nav-determination request to Nav Staff																						
9	1	A	Note receipt of easement recomnd & nav-determ	4	4	4	2	2	3	3.17	G						X	X	X					1	Case Action Notation
10	1	A	Prepare letter(s) for third party interest	2	2	1	1	2	1	1.50	G								X		X			3	Word Processing
10	1	A	Note issuance of 3rd party interest letters	3	3	3	2	2	2	2.50	G						X	X	X					1	Case Action Notation
10	1	M	Sent 3rd party interest letters																						
11	1	A	Note receipt of 3rd party interest	3	3	3	2	2	2	2.50	G						X	X	X					1	Case Action Notation
11	1	M	Determine validity of conflicting cases																						
12	1	M	If conflicting, reject conveyance case																						
13	1	M	Prepare case file for draft decision prep																						

LEGEND:

(PRIORITY)
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

(SECURITY)
- S - Sensitive
- G - General Data/Process

(PROGRAM OBJECTIVES)
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

(INFORMATION PROCESSING AREAS)
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

(DERIVED USER REQUIREMENT CATAGORIES (CAT))
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS Draft Decision Preparation
PROCESS ID 1.1.2.2.9.1.3

MATRIX K-3. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Conveyances (Alaska)

TOTAL AUTOMATED = 9
TRUE CANDIDATES = 7

IPD SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive easement case file from ANCSA Pre-adj																						
2	1	A	Obtain township data from AALMRS	4	4	4	4	4	4	4.00	G	X		X			X		X		X				1 Case Information Query
2	1	A	Obtain & Review land status information	4	4	4	4	4	4	4.00	G	X		X			X		X		X				6 Land Use/Plat Query
3	1	A	Lookup legal references and entitlement info	2	3	3	2	3	3	2.67	G						X				X				4 Legal Reference Query
4	1	A	Determine remaining entitlement (Acreage)	4	4	4	3	3	3	3.50	G						X	X	X		X		X		13 Acreage Verification
5	1	A	Prepare draft decision for conveyance	2	2	1	1	2	2	1.67	G									X		X			3 Word Processing
5	1	M	Send draft decision to applicant																						
5	1	A	Note issuance of draft decision	4	3	2	2	2	3	2.67	G						X		X	X					1 Case Action Notation
6	1	M	Send easement case file to Docket																						
7	1	A	Prepare draft decision for applicant comment	2	2	1	1	2	2	1.67	G									X		X			3 Word Processing
7	1	A	Note issuance of draft decision	3	3	3	2	2	2	2.50	G						X		X	X					1 Case Action Notation
7	1	M	Send draft decision to applicant																						
7	2	A	Note receipt of applicant response to dcsn	3	3	4	2	2	3	2.83	G						X		X	X					1 Case Action Notation
8	1	M	Send case file to DIC Issuance																						

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: DIC Issuance
PROCESS ID: 1.1.2.2.9.1.4

MATRIX K: PROCESS EVALUATION (CANDIDATES)
CASE: Conveyances (Alaska)

TOTAL AUTOMATED = 9
TRUE CANDIDATES = 6

IPO SUB PARA	SENT	DET	PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive case file																						
2	1	A	Prepare final decision	2	2	1	2	2	2	1.83	G								X		X			3	Word Processing
3	1	A	Prepare Federal Register Notice	2	2	1	2	2	2	1.83	G								X		X			3	Word Processing
3	1	M	Send notice to Federal Register																						
4	1	M	Obtain publication date																						
4	1	M	Send notice for publication to newspaper																						
4	1	A	Note issuance of notice for publication	4	3	3	2	2	3	2.83	G						X	X	X					1	Case Action Notation
5	1	A	Verify date of publication for dcsn issuance	4	3	3	2	1	3	2.67	G		X			X	X	X		X	X			1	Case Information Validation
5	2	M	Sent copies of decision to all parties																						
5	2	A	Note issuance of final decision(s)	4	4	4	2	2	3	3.17	G						X	X	X					1	Case Action Notation
8	1	A	Note receipt of proof of publication	4	2	3	2	2	3	2.67	G						X	X	X					1	Case Action Notation
9	1	M	Verify proof of publication																						
9	1	M	Place copy of proof in case file																						
9	1	M	Sent copy of proof to Accounting																						
10	1	A	Determine if lands are adequately surveyed	4	4	4	4	4	4	4.00	G	X				X	X	X		X				6	Land Use/Plat Query
10	1	M	If not surveyed, send case to Interim Convey																						
11	1	M	Determine if case is delayed (appeals, rosts)																						
11	1	M	If resolved, send case to Pre-ANCSA Patent																						
11	3	M	Determine if any modifications are required																						
11	4	A	If Mods, update final decision	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
11	4	M	Send modified final decision																						
11	4	A	Note issuance of modified final decision	4	3	3	2	2	3	2.83	G						X	X	X					1	Case Action Notation
12	1	M	If no problems, send case to ANCSA Patent Iss																						

LEGEND:

(PRIORITY)
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

(SECURITY)
- S - Sensitive
- G - General Data/Process

(PROGRAM OBJECTIVES)
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

(INFORMATION PROCESSING AREAS)
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

(DERIVED USER REQUIREMENT CATAGORIES (CAT))
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: Interim Conveyance Process
PROCESS ID: 1.1.2.2.9.1.5

MATRIX K-5 PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Conveyances (Alaska)

TOTAL AUTOMATED = 11
TRUE CANDIDATES = 9

IPO SUB PARA#	SENT	DET	PROCESS	PRIORITY 2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive case file																					
2	1	A	Obtain township data from AALMRS	4	4	4	4	4	4.00	G	X		X		X		X		X				1	Case Information Query
2	1	A	Obtain & Review Land Status Information	4	4	4	4	4	4.00	G	X		X		X		X		X				6	Land Use/Plat Query
3	1	A	Prepare request for good standing	2	2	1	2	2	1.83	G								X		X			3	Word Processing
3	1	M	Send request for good standing to applicant																					
3	1	A	Note issuance of request for good standing	2	3	2	2	3	3	2.50	G					X	X	X					1	Case Action Notation
4	1	A	Prepare Interim Conveyance Document	2	2	1	2	2	2	1.83	G							X		X			3	Word Processing
5	1	M	Issue IC to applicant & copies to parties																					
5	1	A	Note issuance of IC	4	4	4	2	3	3	3.33	G					X	X	X					1	Case Action Notation
6	1	M	If revenue generating case, send IC to Escrow																					
7	1	A	Determine if other types of rights exists	4	4	4	3	4	3	3.67	G	X		X		X	X		X				1	Conflict Ident. of Existing Rights
7	1	M	If rights, send cases to Disposition of Right																					
8	1	M	Send IC for subsurface estate to Corporation																					
8	1	A	Note issuance of subsurface IC	4	4	4	2	3	3	3.33	G					X	X	X					1	Case Action Notation
9	1	A	Post status updates to AALMRS	4	4	4	4	4	4	4.00	G				X	X	X	X			X		1	Case Information Update
9	1	A	Post land status updates to Records	4	4	4	4	4	4	4.00	G				X	X	X	X			X		5	Plat Records Entry/Update
9	1	A	Post acreage updates to acreage control	4	4	4	4	4	4	4.00	G				X	X	X	X			X		13	Acreage Entry/Update
10	1	M	Forward case file to Pre-ANCSA Patent																					

LEGEND:

(PRIORITY)
0 - not considerd
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

(SECURITY)
S - Sensitive
G - General Data/Process

(PROGRAM OBJECTIVES)
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security and protect proprietary confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

(INFORMATION PROCESSING AREAS)
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

(DERIVED USER REQUIREMENT CATAGORIES (CAT))
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: Pre-ANCSA Patent
PROCESS ID 1 1 2 2 3 1 6

MATRIX K-6 ES EVALUATION (CANDIDATES)
CASE S onveyances (Alaska)

TOTAL AUTOMATED = 6
TRUE CANDIDATES = 3

IPO SUB PARA#	SENT	DET	PROCESS (CANDIDATES)	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Get case file for Pre-ANCSA Patent Processing																						
2	1	A	Determine if previous IC performed	4	4	3	3	2	3	3.17	G	X	X			X	X	X		X				1	Case Information Validation
2	1	A	If previous IC, prepare survey request (form)	4	4	4	2	2	3	3.17	G							X	X		X			1	Case Form/Document Preparation
2	1	M	Issue request to survey staff																						
3	1	A	Prepare easement review memorandum	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
3	1	M	Issue easement review memo to review staff																						
3	1	A	Prepare nav-determination memorandum	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
3	1	M	Issue nav-determination memo to review staff																						
4	1	M	Review survey documents																						
5	1	M	Review easement report																						
5	1	M	Review nav-determination																						
6	1	A	Prepare survey notice	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
6	1	M	Issue survey notice to applicant																						
6	1	A	Note issuance of survey notice	4	4	4	4	3	4	3.83	G		X				X	X	X					1	Case Action Notation
6	1	M	Forward case file to ANCSA Patent Issuance																						
6	1	M	If no survey, then send case to DIC Issuance																						

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possidesired
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security and protect proprietary confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: ANCSA Patent Issuance
PROCESS ID: 1.1.2.2.5.1.7

MATRIX K-7. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Conveyances (Alaska)

TOTAL AUTOMATED = 13
TRUE CANDIDATES = 12

IPO SUB PARA	SENT	DET	PROCESS (CANDIDATES)	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Get case file for patent issuance																						
2	1	A	Review case info from AALMRS	4	4	4	4	4	4	4.00	G	X		X		X	X	X		X				1	Case Information Query
2	1	A	Conduct land status check	4	4	4	4	4	4	4.00	G	X		X		X		X		X				6	Land Use/Plat Query
3	1	A	Prepare request for good standing	2	2	1	2	2	2	1.83	G								X		X			3	Word Processing
3	1	M	Issue request to the State																						
3	1	A	Note issuance of request for good standing	3	2	2	3	2	3	2.50	G						X	X	X					1	Case Action Notation
3	1	M	Verify corporation's good standing																						
4	1	A	Prepare patent document	4	3	4	3	2	3	3.17	G							X	X		X		X	1	Case Form/Document Preparation
4	2	M	Issue copies of patent to applicant & parties																						
4	2	A	Note issuance of patent copies	4	4	4	3	2	3	3.33	G						X	X	X					1	Case Action Notation
5	1	A	Determine if lands involve revenue generation	4	4	4	4	4	4	4.00	G	X		X		X	X	X		X				2	Revenue Case Query
5	1	M	If revenues, sent copy of patent to Escrow																						
6	1	A	Determine if other rights exist (leases, ROW)	4	4	4	4	4	4	4.00	G	X		X		X	X	X		X				1	Conflict Ident. of Existing Rights
6	1	M	If rights, send case to Disposition of Rights																						
7	1	A	If needed, prepare patent for subsurface est	4	4	4	3	2	3	3.33	G							X	X		X		X	1	Case Form/Document Preparation
7	1	M	Send subsurface patent to Regional Corp.																						
7	1	A	Note issuance of subsurface patent	4	4	4	3	2	3	3.33	G						X	X	X					1	Case Action Notation
8	1	A	Enter case updates to AALMRS	4	4	4	4	4	4	4.00	G	X				X	X	X	X			X		1	Case Information Update
8	1	M	Send Land Status Updates to Baseline Records																						
8	1	A	(NEW PROC) Enter Land Status Updates	4	4	4	4	4	4	4.00	G	X				X	X	X	X			X		5	Plat Records Entry/Update
8	1	A	Update acreage figures/records	4	4	4	4	4	4	4.00	G					X	X	X	X			X	X	13	Acreage Entry/Update
9	1	M	Send case file to docket																						

LEGEND:

[PRIORITY]
- 0 - not considered
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security and protect proprietary confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: Parcel Screening
PROCESS ID: 1.1.2.2.9.2.1

MATRIX K-8: [illegible]SS EVALUATION (CANDIDATES)
CASE [illegible] Conveyances (Alaska)

TOTAL AUTOMATED = 20
TRUE CANDIDATES = 19

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Get case file for Parcel Screening																						
2	1	A	Verify that 3(e) determination is complete	4	4	4	3	2	3	3.33	G	X	X			X	X	X		X				1	Case Information Query
2	1	A	Verify lands are public & available for CIRI	4	4	4	4	3	4	3.83	G	X	X	X		X	X	X		X				6	Land Use/Plat Query
2	1	M	If case ok, get case file from 3(e) determ																						
3	1	M	If not ok, property is not considered																						
4	1	A	Check if parcel has been screened for CIRI	4	3	4	4	3	4	3.67	G	X	X			X	X	X		X				4	Continuing Obligation Verification
4	1	A	Check blue book for what actions were taken	1	1	2	2	1	1	1.33	G	X	X			X	X	X		X				4	Legal Reference Query
4	1	A	Check blue book for status changes on parcel	1	1	0	2	1	1	1.00	G	X	X			X	X	X		X				4	Legal Reference Query
5	1	A	Verify township data from AALMRS	4	4	4	4	4	4	4.00	G	X	X	X		X	X	X		X				1	Case Information Query
5	1	A	Verify land status for availability of land	4	4	4	4	4	4	4.00	G	X	X	X		X	X	X		X			X	6	Land Use/Plat Query
6	1	A	Check acres against entitlement for qualifctn	4	4	4	3	3	4	3.67	G		X			X	X	X		X			X	13	Acreage Verification
7	1	M	Get associated case file from docket																						
8	1	M	If land available/no case, rqst new case file																						
8	2	M	Get new case file when prepared																						
9	1	A	Update AALMRS identifying CIRI pool process	4	4	4	4	4	4	4.00	G					X	X	X	X			X		1	Case Information Update
9	1	A	Update Records showing CIRI pool process	4	4	4	4	4	4	4.00	G					X	X	X	X		X	X	X	5	Plat Records Entry/Update
10	1	A	Verify Continuing Obligation List (legal lib)	2	3	2	2	1	2	2.00	G					X	X	X		X				4	Continuing Obligation Verification
11	1	A	Determine if CO list is under other agency	0	1	0	2	1	1	0.83	G					X	X	X		X				4	Continuing Obligation Verification
11	1	A	Determine if 3(e) determination was performed	4	3	3	3	2	3	3.00	G	X	X			X	X	X		X				1	Case Information Query
11	1	M	If no 3(e), forward case for 3(e) processing																						
12	1	A	If not on CO list, type request for interest	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
12	1	M	Send statement of interest request to CIRI																						
12	1	A	Note issuance of statement of interest rqst	3	2	4	4	3	3	3.17	G					X	X	X	X					1	Case Action Notation
13	1	A	Note receipt of statement of interest (CIRI)	3	2	3	4	3	3	3.00	G					X	X	X	X					1	Case Action Notation
14	1	A	Update AALMRS of case status	4	4	4	4	4	4	4.00	G					X	X	X	X			X		1	Case Information Update
14	1	A	Update Blue Book for entitlements/CO list	1	1	1	2	1	1	1.17	G					X	X	X	X			X		4	Legal Reference Update/Entry
15	1	M	determine if CIRI is not interested in land																						
15	1	M	No interest, send cf for Wdl Relinquishment																						
16	1	M	If interest, request resource reports																						
17	1	M	Note receipt of resource reports																						
17	1	A	Update Blue with new parcel info; res reports	1	1	1	2	1	1	1.17	G					X	X	X	X			X		4	Legal Reference Update/Entry
18	1	M	Review report for Hazardous Waste																						
18	1	M	Rqst Clearance Cert from HazardousWaste staff																						
19	1	A	Note receipt of Clearance Certificate	4	3	4	4	3	3	3.50	G						X	X	X					1	Case Action Notation
20	1	M	Forward case to Pool Placement Notification																						

LEGEND

(PRIORITY)
- 0 - not considered
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

(SECURITY)
- S - Sensitive
- G - General Data/Process

(PROGRAM OBJECTIVES)
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security and protect proprietary confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

(INFORMATION PROCESSING AREAS)
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

(DERIVED USER REQUIREMENT CATAGORIES (CAT))
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: Pool Placement Notification
PROCESS ID: 1.1.2.2.9.2.2

MATRIX K-9. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Conveyances (Alaska)

TOTAL AUTOMATED = 12
TRUE CANDIDATES = 9

IPO SUB PARA#	SENT	DET	PROCESS	CANDIDATES PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	GU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Get case file for pool placement																						
2	1	A	Prepare request for comments from State (AK)	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
2	1	M	Send request for comments to State (AK)																						
2	1	A	Note issuance of request for comments	4	3	4	4	3	3	3.50	G					X	X	X	X					1	Case Action Notation
2	2	M	Include analysis of State selection in rost																						
3	1	A	Note receipt of comments from State (AK)	4	4	4	4	3	3	3.67	G					X	X	X	X					1	Case Action Notation
4	1	M	Review comment for objections from State (AK)																						
4	1	A	Prepare request for comments from CIRI	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
4	1	M	Send request for comments to CIRI																						
4	1	A	Note issuance of request for comments to CIRI	4	3	4	4	3	4	3.67	G					X	X	X	X					1	Case Action Notation
5	1	A	Note receipt of comments from CIRI	4	3	4	4	3	4	3.67	G					X	X	X	X					1	Case Action Notation
5	1	M	Analyze all info in case file (letters, etc)																						
5	1	M	Determine proper disposition of property																						
6	1	A	Prepare Notice of Pool Placement	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
6	1	M	Send Pool Placement Notice to CIRI/State																						
6	1	A	Note issuance of Pool Placement Notice	4	4	4	4	3	4	3.83	G					X	X	X	X					1	Case Action Notation
7	1	A	Determine if property has been improved	3	3	3	2	3	3	2.83	G				X	X	X	X		X				1	Case Information Query
7	1	M	If improved, send NPP to GSA/Holding Agency																						
8	1	A	Determine if lands are currently under Wdl	4	4	4	4	4	4	4.00	G	X	X	X	X	X	X	X		X				1	Case Information Query
8	1	M	Forward case for Wdl Relinquishment																						
9	1	A	Determine if lands are available to the State	4	4	4	4	4	4	4.00	G	X	X	X	X	X	X	X		X				6	Land Use/Plat Query
9	1	M	If available, send case to State Conveyance																						
10	1	M	If CIRI Pool land, send Case to Preselection																						
11	1	A	Update AALMRS with case status/info	4	4	4	4	4	4	4.00	G				X	X	X	X	X			X		1	Case Information Update

LEGEND:

[PRIORITY]
0 - not considered
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security and protect propriety confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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BPD PROCESS: Preselection
PROCESS ID: 1.1.2.2.9.2.3

MATRIX K/ [illegible] OCESS EVALUATION (CANDIDATES)
CA[illegible]: Conveyances (Alaska)

TOTAL AUTOMATED = 4
TRUE CANDIDATES = 3

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Get case file for Preselection																						
2	1	A	Prepare appraisal request	3	2	3	3	2	3	2.67	G							X	X		X		X	1	Case Form/Document Preparation
2	1	M	Sent appraisal request to resource staff																						
3	1	M	Review appraisal report																						
4	1	A	Prepare notice for property selection	2	2	1	2	2	2	1.83	G								X		X			3	Word Processing
4	1	M	Issue property selection notice to CIRI																						
4	1	A	Note issuance of notice to CIRI	3	3	3	3	3	3	3.00	G	X					X	X	X					1	Case Action Notation
5	1	M	Forward case for ANCSA Conveyance																						
6	1	A	Enter case updates to AALMRS	4	4	4	4	4	4	4.00	G	X		X		X	X	X	X			X		1	Case Information Update

LEGEND:

(PRIORITY)
- 0 - not considered
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

(SECURITY)
- S - Sensitive
- G - General Data/Process

(PROGRAM OBJECTIVES)
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security and protect propriety confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

(INFORMATION PROCESSING AREAS)
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

(DERIVED USER REQUIREMENT CATAGORIES (CAT))
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: Collect Easement Information
PROCESS ID: 1.1.2.2.9 3 1

MATRIX K-11 PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Conveyances (Alaska)

TOTAL AUTOMATED = 11
TRUE CANDIDATES = 5

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	A	Receive request for easement recommendation	1	2	1	1	1	1	1.17	G									X				3	Electronic Mail
2	1	M	Get easement case file from Docket																						
3	1	A	Prepare request for easement nominations	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
3	1	M	Send request for nominations to State/Agency																						
3	1	A	Note issuance of request for nominations	4	2	4	4	3	3	3.33	G					X	X		X					1	Case Action Notation
3	1	M	Review easement nominations needed for select																						
4	1	A	Determine scope/number from AALMRS for nomntn	4	3	4	4	4	4	3.83	G	X				X	X	X		X				1	Case Information Query
4	1	A	Check land status against nominations	4	4	4	4	4	4	4.00	G	X				X	X	X		X			X	6	Land Use/Plat Query
4	1	M	Analyze nominations to avoid duplications																						
5	1	A	Prepare easement recommendations for parties	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
5	1	M	Send recommendations to all parties																						
5	1	A	Note issuance of easement recommendations	4	3	4	4	3	3	3.50	G					X	X	X	X					1	Case Action Notation
5	2	M	Draft may be used for joint meetings																						
6	1	A	Consolidate easement comments for minimum	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
6	2	A	Prepare draft easement letter to applicant	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
6	2	M	Send easement letter for applicant comment																						
6	2	A	Note issuance of easement letter	4	4	4	4	3	4	3.83	G					X	X	X	X					1	Case Action Notation
7	1	A	Integrate any add't comments into recmndtns	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
8	1	M	Forward case for finalizing easement recmndtn																						

LEGEND:

(PRIORITY)
0 - not considered
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

(SECURITY)
S - Sensitive
G - General Data/Process

(PROGRAM OBJECTIVES)
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical secur... and protect proprietary confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

(INFORMATION PROCESSING AREAS)
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

(DERIVED USER REQUIREMENT CATAGORIES (CAT))
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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TOTAL AUTOMATED = 3
TRUE CANDIDATES = 2

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	A	Prepare final easement recommendation	2	2	1	2	2	2	1.83	G								X		X			3	Word Processing
2	1	A	Enter case updates to AALMRS	4	4	4	4	4	4	4.00	G	X	X	X		X	X	X	X			X		1	Case Informatin Updates
2	1	A	Update Quad Maps for recording nav/easements	4	4	4	4	4	4	4.00	G	X	X	X		X	X	X	X			X	X	5	Plat Records Entry/Update
2	1	M	Send updated maps to Baseline Records																						
3	1	M	Place a copy of easement recmdtn in case file																						
3	1	M	Forward case for approopriate processing (adj)																						

LEGEND:

(PRIORITY)
- 0 - not considered
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

(SECURITY)
- S - Sensitive
- G - General Data/Process

(PROGRAM OBJECTIVES)
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security and protect propriety confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

(INFORMATION PROCESSING AREAS)
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

(DERIVED USER REQUIREMENT CATAGORIES (CAT))
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: Review Easements
PROCESS ID: 1.1.2.2.9.3.3

MATRIX K-13. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Conveyances (Alaska)

TOTAL AUTOMATED = 5
TRUE CANDIDATES = 4

IPO SUB PARA	SENT	DET	PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	GU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive request for easement review memo																						
2	1	M	Get case file form Docket for easement review																						
3	1	A	Review township data/case info from AALMRS	4	4	4	4	4	4	4.00	G	X	X	X		X	X	X		X	X			1	Case Information Query
3	1	A	Review land status data from Records	4	4	4	4	4	4	4.00	G	X	X	X		X	X	X		X	X			6	Land Use/Plat Query
3	1	M	Get USGS Quad Maps for review																						
4	1	A	Verify easement recommendations w/survey plat	4	4	4	4	4	4	4.00	G					X	X	X		X				6	Land Use/Plat Query
4	2	M	Note any changes to easement descriptions																						
5	1	A	Verify conflicts discovered during survey	4	4	4	4	4	4	4.00	G					X	X	X		X				6	Land Use/Plat Query
5	1	M	Determine additional necessary access																						
5	1	M	Determine inappropriate/invalid easements																						
5	2	M	Decide if on the ground review is needed																						
6	1	M	If bad easement, send case to ReleaseEasement																						
7	1	M	If addt'l easement, send cf to Rost Donation																						
8	1	A	If no easement changes, prepare review memo	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
8	1	M	Send case and memo to ANCSA Conveyance Process																						

LEGEND:

(PRIORITY)
- 0 - not considered
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

(SECURITY)
- S - Sensitive
- G - General Data/Process

(PROGRAM OBJECTIVES)
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security and protect proprietary confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

(INFORMATION PROCESSING AREAS)
- EN - Entry/Capture
- GU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

(DERIVED USER REQUIREMENT CATAGORIES (CAT))
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: Release Easements
PROCESS ID: 1.1.2.2.9.3.4

MATRIX M[illegible] PROCESS EVALUATION (CANDIDATES)
CA[illegible]E: Conveyances (Alaska)

TOTAL AUTOMATED = 5
TRUE CANDIDATES = 2

IPO SUB PARA#	SENT	DET	PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Get case file for easement release																						
2	1	A	Evaluate easements for nonconformant/unneeded	3	3	4	3	3		3.17	G	X		X			X	X		X			X	6	Land Use/Plat Query
2	1	A	Prepare notice of release	2	2	1	2	2	2	1.83	G								X		X			3	Word Processing
2	1	M	Send notice of release to all parties																						
2	1	A	Note issuance of notice of easement release	3	3	3	3	3	3	3.00	G	X					X	X	X					1	Case Action Notation
3	1	M	Receive comments against notice of release																						
3	1	M	Review comments for consideration																						
3	1	M	Conduct negotiations to resolve differences																						
4	1	M	Forward case for finalize easement review																						

LEGEND:

(PRIORITY)
0 - not considered
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

(SECURITY)
S - Sensitive
G - General Data/Process

(PROGRAM OBJECTIVES)
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security and protect proprietv confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

(INFORMATION PROCESSING AREAS)
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

(DERIVED USER REQUIREMENT CATAGORIES (CAT))
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: Request Donation of Easements
PROCESS ID: 1.1.2.2.9.3.5

MATRIX K-15 PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Conveyances (Alaska)

TOTAL AUTOMATED = 3
TRUE CANDIDATES = 2

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Get case file for request donations																						
2	1	A	Determine existing need for easement	4	3	4	4	3	4	3.67	G	X		X		X	X	X		X				6	Land Use/Plat Query
2	2	A	Prepare request for donation of easement	2	2	1	2	2	2	1.83	G													3	Word Processing
2	2	M	Send request for donation to landowner																						
2	2	A	Note issuance of request for donation	3	3	4	3	3	4	3.33	G	X					X	X	X					1	Case Action Notation
3	1	M	If refusal, forward case file for final work																						
4	1	M	If agrees, forward case for pre-land reconvey																						

LEGEND:

(PRIORITY)
- 0 - not considered
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

(SECURITY)
- S - Sensitive
- G - General Data/Process

(PROGRAM OBJECTIVES)
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security and protect propriety confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

(INFORMATION PROCESSING AREAS)
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

(DERIVED USER REQUIREMENT CATAGORIES (CAT))
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: Finalize Easement Review
PROCESS ID: 1.1.2.2.5.3.6

MATRIX [illegible] PROCESS EVALUATION (CANDIDATES)
CASE [illegible]E: Conveyances (Alaska)

TOTAL AUTOMATED = 8
TRUE CANDIDATES = 5

IPO SUB PARA#	SENT	DET	PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Get case file for finalizing easement review																						
2	1	A	Prepare notice for publication	2	2	1	2	2	2	1.83	G								X		X			3	Word Processing
2	1	M	Send notice to Federal Register & newspaper																						
2	1	A	Note issuance of notice for publication	4	4	4	4	3	4	3.83	G					X	X	X	X					1	Case Action Notation
3	1	M	Receive & verify proof of publication																						
4	1	A	Verify release/donation of easement occured	4	4	4	4	3	4	3.83	G	X		X		X	X	X		X				1	Case Information Query
4	1	A	If actions occured, prepare appealable dcsn	2	2	1	2	2	2	1.83	G								X		X			3	Word Processing
4	1	M	Send appealable decision to landowner/parties																						
4	1	A	Note issuance of appealable decision	4	4	3	3	3	4	3.50	G					X	X	X	X					1	Case Action Notation
5	1	A	Enter case updates to AALMRS	4	4	4	4	4	4	4.00	G	X		X		X	X	X	X			X		1	Case Information Update
5	1	M	Send land status updates to Baseline Records																						
5	1	A	(NEW PROC) Enter land status updates	4	4	4	4	4	4	4.00	G	X		X		X	X	X	X			X	X	1	Case Information Update
6	1	M	Send case file to Docket																						
7	1	A	Prepare easement recommendation memo	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
7	1	M	Send recommendation memo to Conveyance staff																						

LEGEND:

(PRIORITY)
0 - not considered
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

(SECURITY)
S - Sensitive
G - General Data/Process

(PROGRAM OBJECTIVES)
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security and protect proprietary confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

(INFORMATION PROCESSING AREAS)
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

(DERIVED USER REQUIREMENT CATAGORIES (CAT))
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: 3(e) Determinations
PROCESS ID: 1.1.2.2.9.4

MATRIX K-17. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Conveyances (Alaska)

TOTAL AUTOMATED = 14
TRUE CANDIDATES = 10

IPO SUB PARA#	SENT	DET	PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Get case file for 3(e) determination																						
2	1	A	Identify lands controlled by other Agencies	4	4	4	4	4	4	4.00	G	X	X	X		X	X	X		X				6	Land Use/Plat Query
2	1	A	Verify if these lands are Wdl for Selection	4	4	4	4	4	4	4.00	G	X	X	X		X	X	X		X				6	Land Use/Plat Query
3	1	A	Prepare request for justification (agency)	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
3	1	M	Send rqst for justification to holding agency																						
3	1	A	Note issuance of rqst for justification	4	4	3	4	3	3	3.50	G					X	X	X	X					1	Case Action Notation
4	1	A	Note receipt of justification from agency	4	3	3	4	3	4	3.50	G					X	X	X	X					1	Case Action Notation
4	1	M	Send copy of justification to Native Corp																						
4	1	A	Note issuance of copy & wait for refute	3	2	2	4	3	3	2.83	G					X	X	X	X					1	Case Action Notation
5	1	A	Note receipt of comments from Native Corp	4	4	4	4	3	4	3.83	G					X	X	X	X					1	Case Action Notation
5	1	M	Coordinate negotiations w/Corp & agency																						
6	1	A	Lookup references to aerial photos	3	2	3	2	3	2	2.50	G					X	X	X		X				8	Aerial Photo Reference
6	1	M	Review aerial photographs																						
7	1	M	Determine smallest tract retainable by agency																						
7	2	M	Determination as noted is not appealable																						
8	1	M	If agency retains, send case to Case Rejectio																						
9	1	A	For lands available, request for easements	4	3	3	1	2	3	2.67	G								X		X			3	Electronic Mail
9	1	A	Request for navigability determination	4	4	3	1	2	3	2.83	G								X		X			3	Electronic Mail
9	1	A	Request third party interests	3	3	3	1	2	3	2.50	G								X		X			3	Electronic Mail
9	2	A	Note receipt of all incoming info (response)	4	4	3	4	3	4	3.67	G					X	X	X	X					1	Case Action Notation
9	2	M	Incorporate into determination																						
9	2	M	Place responses into case file for retention																						
10	1	M	Determine if ANCSA 17(b) should be used																						
11	1	M	Send easement case file to Docket																						
12	1	M	Send 3(e) case file to Withdrawals																						
13	1	M	Send case file to ANCSA Conveyance Process																						
14	1	A	Make case updates to AALMRS	4	4	4	4	4	4	4.00	G	X	X	X		X	X	X	X			X		1	Case Information Update
14	1	A	Make land status updates to Records	4	4	4	4	4	4	4.00	G	X	X	X		X	X	X	X			X		1	Case Information Update

LEGEND:

(PRIORITY)
- 0 - not considered
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

(SECURITY)
- S - Sensitive
- G - General Data/Process

(PROGRAM OBJECTIVES)
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security and protect propriety confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

(INFORMATION PROCESSING AREAS)
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

(DERIVED USER REQUIREMENT CATAGORIES (CAT))
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS State Application Review
PROCESS ID: 1.1.2.2.9.5.1

MATRIX [illegible] PROCESS EVALUATION (CANDIDATES)
CAS[illegible]E: Conveyances (Alaska)

TOTAL AUTOMATED = 11
TRUE CANDIDATES = 10

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	GU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Get case file for state application review																						
2	1	A	Verify application for accuracy	4	4	4	3	3	4	3.67	G		X			X	X	X		X			X	1	Application Verification
2	1	A	Check township data from AALMRS	4	4	4	4	4	4	4.00	G	X	X	X		X	X	X		X				1	Case Information Query
2	1	A	Check land status data from Records	4	4	4	4	4	4	4.00	G	X	X	X		X	X	X		X				6	Land Use/Plat Query
2	1	A	Check acres	4	4	4	4	4	4	4.00	G		X			X	X	X		X			X	13	Acreage Control Calculation
3	1	A	Verify acreage conveyed against entitlement	4	4	4	4	4	4	4.00	G		X			X	X	X		X				13	Acreage Verification
4	1	A	Compare application to State's Priority List	4	4	3	2	1	4	3.00	G		X			X	X	X		X				4	State Priority List Processing
5	1	M	If discrepancies, send case to Case Rejection																						
6	1	M	Determine if lands were erroneously conveyed																						
6	1	M	If true, send case to Title Review																						
7	1	A	Determine if lands are north&west of PYK line	4	3	2	2	1	3	2.50	G		X			X				X				6	Land Use/Plat Query
7	1	A	Prepare a request for DoD decision	2	2	1	1	2	2	1.67	G								X			X		3	Word Processing
7	1	M	Send request to DoD																						
7	1	A	Note issuance of DoD request	4	2	4	4	3	3	3.33	G						X	X	X					1	Case Action Notation
8	1	A	Determine if Statehood Act 6(a) applies	4	4	4	2	1	3	3.00	G		X			X				X				4	Legal Reference Query
8	1	M	Request resource recommendations																						
9	1	A	Note receipt of DoD decision/Res Recommendati	4	2	4	4	3	3	3.33	G						X	X	X					1	Case Action Notation
9	1	M	If disapproved, forward case for rejection																						
10	1	M	If approved, forward case for pre-adjudicatio																						

LEGEND:

[PRIORITY]
- 0 - not considered
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security and protect proprietary confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DPD PROCESS State Pre-Adjudication
PROCESS ID 1 1 2 2 9 5 2

MATRIX K-19 PROCESS EVALUATION (CANDIDATES)
CASE TYPE Conveyances (Alaska)

TOTAL AUTOMATED = 13
TRUE CANDIDATES = 11

IPD SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Get case file for pre-adjudication																						
2	1	A	Determine if lands available for selection	4	4	4	3	3	4	3.67	G	X	X	X		X	X	X		X				6	Land Use/Plat Query
2	1	A	Prepare publication notice	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
2	1	M	Send publication notice to the State																						
2	1	A	Note issuance of publication notice	4	4	4	4	3	4	3.83	G					X	X	X	X					1	Case Action Notation
3	1	A	Note receipt of any public protest	4	4	4	4	3	4	3.83	G					X	X	X	X					1	Case Action Notation
4	1	A	Determine mining claims exists (TWP data)	4	4	4	4	3	4	3.83	G	X	X	X		X	X	X						6	Mining Claim Query
4	1	M	Request Mining Claim Adjudication																						
4	1	A	Note Receipt of status memo from Adjudication	4	4	4	4	3	4	3.83	G					X	X	X	X					1	Case Action Notation
5	1	A	Verify if lands (or portion) are withdrawn	4	4	4	4	4	4	4.00	G	X	X	X		X	X	X		X				6	Land Use/Plat Query
5	1	M	Request withdrawal revocation																						
6	1	A	Note receipt of PLO (Wdl Revocation)	4	4	4	4	3	4	3.83	G					X	X	X	X					1	Case Action Notation
7	1	A	Determine if use applications exists	4	4	4	4	4	4	4.00	G	X	X			X	X	X		X				1	Conflicting Application Identification
7	1	M	Request resolution of use applications																						
8	1	M	Determine if Federal appropriations required																						
8	1	A	Prepare rqst for addt'l info from agency	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
8	1	M	Send rqst for addt'l info to holding agency																						
8	1	A	Note issuance of request for addt'l info	4	4	4	4	3	4	3.63	G					X	X	X	X					1	Case Action Notation
8	1	A	Note receipt of addt'l info	4	4	4	4	3	4	3.63	G					X	X	X	X					1	Case Action Notation
9	1	M	Determine if lands can be patent																						
9	1	M	Forward case to Conveyance Case Suspension																						
10	1	A	Note receipt of proof of pub from State	4	3	4	4	3	4	3.67	G					X	X	X	X					1	Case Action Notation
10	1	M	Forward case to State Decision Issuance																						

LEGEND:

[PRIORITY]
- 0 - not considered
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security and protect proprietary confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS State Decision Issuance
PROCESS ID 1.1.2.2.9.3.3

MATRIX [illegible] PROCESS EVALUATION (CANDIDATES)
CA[illegible]PE Conveyances (Alaska)

TOTAL AUTOMATED = 11
TRUE CANDIDATES = 10

IPO SUB PARA#	SENT	DET	PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Get case file for state decision issuance																						
2	1	A	Check validity of application	4	4	4	4	3	4	3.83	G		X			X	X	X		X				1	Application Verification
2	1	A	Check township data from AALMRS	4	4	4	4	4	4	4.00	G	X	X	X		X	X	X		X				1	Case Information Query
2	1	A	Check land status from Records	4	4	4	4	4	4	4.00	G	X	X	X		X	X	X		X				6	Land Use/Plat Query
3	1	A	Verify acres conveyed for remaining entitleme	4	4	4	4	4	4	4.00	G		X			X	X	X		X				1	Acreage Verification
4	1	A	Lookup legal references	2	4	2	3	3	4	3.00	G		X			X				X				4	Legal Reference Query
4	1	M	Review legal references																						
4	1	A	Review Entitlements	4	3	4	3	2	3	3.17	G		X			X				X				4	Legal Reference Query
5	1	A	Check for valid existing rights/Wdls	4	4	4	4	3	4	3.83	G	X		X		X	X	X		X				1	Conflict Ident. of Existing Rights
5	1	M	Forward case for rejection if rights exists																						
6	1	A	If case ok, prepare decision	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
6	1	M	Send decision to State & parties																						
6	2	A	Prepare tentative approval/draft patent	4	3	3	2	2	3	2.83	G							X	X		X			1	Case Form/Document Preparation
6	2	M	Send tentative approval/draft patent to State																						
6	2	A	Note issuance of documents	4	4	4	4	3	4	3.63	G						X	X	X					1	Case Action Notation
7	1	M	Reject invalid conflicting application																						
7	2	M	Decision is appealable (mental note)																						
8	1	M	Return associated case files to Docket																						
9	1	A	Note receipt of tentative approval rejection	4	3	4	4	3	3	3.50	G						X	X	X					1	Case Action Notation
9	1	M	If rejected, forward case to tentative approv																						

LEGEND:

(PRIORITY)
0 - not considered
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

(SECURITY)
S - Sensitive
G - General Data/Process

(PROGRAM OBJECTIVES)
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security and protect proprietary confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

(INFORMATION PROCESSING AREAS)
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

(DERIVED USER REQUIREMENT CATAGORIES (CAT))
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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AMS PROCESS: Tentative Approval Process
PROCESS ID: 1.1.2.2.9.5.4

MATRIX K-21. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Conveyances (Alaska)

TOTAL AUTOMATED = 5
TRUE CANDIDATES = 6

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Get case file for tentative approval																						
2	1	A	Prepare final tentative approval	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
2	1	M	Send approval to State & other parties																						
2	1	A	Note issuance of tentative approval	4	3	4	4	3	3	3.50	G					X	X	X	X					1	Case Action Notation
3	1	A	Determine if case has revenues	4	4	4	4	3	4	3.83	G	X			X	X	X	X		X				2	Revenue Case Query
3	1	M	If revenues, forward case to Escrow																						
4	1	A	Record acreage updates	4	4	4	4	4	4	4.00	G	X			X	X	X	X	X			X	X	13	Acreage Entry/Update
4	1	A	Enter case updates to AALMRS	4	4	4	4	4	4	4.00	G	X		X	X	X	X	X	X			X		1	Case Information Update
4	1	M	Send land status updates to Baseline Records																						
4	1	A	(NEW PROC) Enter land status updates	4	4	4	4	4	4	4.00	G	X		X	X	X	X	X	X			X	X	5	Plat Records Entry/Update
5	1	A	Prepare survey request	3	2	3	2	2	3	2.50	G								X		X			1	Case Form/Document Preparation
5	.	M	Send request to Surveys																						
6	1	A	Determine if lease offers exists (Oil&Gas)	4	3	4	4	3	4	3.67	G	X		X	X	X	X	X		X				1	Conflict Ident. of Existing Rights
6	1	A	If leases exists, prepare rejection request	2	2	1	2	2	2	1.83	G								X		X			3	Word Processing
6	1	M	Send offer rejection request to Adjudication																						
7	1	M	Forward case for patent preparation																						

LEGEND:

(PRIORITY)
0 - not considered
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

(SECURITY)
S - Sensitive
G - General Data/Process

(PROGRAM OBJECTIVES)
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security and protect proprietary confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

(INFORMATION PROCESSING AREAS)
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

(DERIVED USER REQUIREMENT CATAGORIES (CAT))
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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MATRIX A-[illegible] PROCESS EVALUATION (CANDIDATES)
CASE TYPE Conveyances (Fiserv)

TOTAL AUTOMATED = 7
TRUE CANDIDATES = 6

IFO SUB PARA#	SENT	DET	PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Get case file for state patent preparation																						
2	1	A	Check application against data in AALMRS	4	3	4	4	4	4	3.83	G	X	X	X		X	X	X		X			X	1	Application Verification
2	1	A	Verify land status	4	4	4	4	4	4	4.00	G	X	X	X		X	X	X		X				6	Land Use/Plat Query
3	1	A	Verify land status data to survey plat	4	4	4	4	4	4	4.00	G	X	X	X		X	X	X		X			X	6	Land Use/Plat Query
4	1	A	Determine if nav-determination was performed	4	3	3	3	2	3	3.00	G	X	X			X	X	X		X				1	Navigability Verification
4	1	A	Request nav-determination if not done	4	3	2	1	1	3	2.33	G								X		X			3	Electronic Mail
5	1	A	Verify if lands are tentatively approved	4	4	4	4	4	4	4.00	G	X	X	X		X	X	X		X				1	Case Information Query
5	1	A	Determine if any rights exists (leases, ROW)	4	4	4	4	4	4	4.00	G	X	X	X		X	X	X		X				1	Conflict Ident. of Existing Rights
5	1	M	If rights exists, forward case to Disposition																						
6	1	M	Forward case for state patent issuance																						

LEGEND:

(PRIORITY)
0 - not considered
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

(SECURITY)
S - Sensitive
G - General Data/Process

(PROGRAM OBJECTIVES)
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security and protect propriety confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

(INFORMATION PROCESSING AREAS)
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

(DERIVED USER REQUIREMENT CATAGORIES (CAT))
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS State Patent Issuance
PROCESS ID 1.1.2.2.9.5.6

MATRIX K-23 PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Conveyances (Alaska)

TOTAL AUTOMATED = 20
TRUE CANDIDATES = 19

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1		M	Get case file for state patent issuance																						
2	1	A	Determine id nav-determination was performed	4	4	3	3	2	4	3.33	G	X	X			X	X	X		X				1	Navigability Verification
2	1	A	Check if other outstanding issues exists	4	3	3	3	3	3	3.17	G	X	X			X	X	X		X				1	Case Information Query
2	1	A	Prepare decision w/draft patent	4	4	3	1	2	3	2.83	G							X	X		X			1	Case Form/Document Preparation
2	1	M	Send decision w/draft patent to the State																						
3	1	A	If no issues, Prepare draft patent	4	4	3	1	2	3	2.83	G							X	X		X			1	Case Form/Document Preparation
3	1	M	Send draft patent to the State																						
3	1	A	Note issuance of draft patent	4	3	4	4	3	4	3.67	G					X	X	X	X					1	Case Action Notation
4	1	A	Note receipt of acceptance from State	4	4	4	4	3	4	3.83	G					X	X	X	X					1	Case Action Notation
4	1	A	Prepare final patent	4	4	4	1	2	3	3.00	G							X	X		X			1	Case Form/Document Preparation
4	1	M	Send final patent to the State & parties																						
4	1	A	Note issuance of draft patent	4	4	4	4	3	4	3.83	G					X	X	X	X					1	Case Action Notation
5	1	A	Determine if patent includes revenue cases	4	4	3	3	3	3	3.33	G	X		X		X	X	X		X				2	Revenue Case Query
5	1	M	If revenue cases, send patent to Escrow Revw																						
6	1	A	Update acreage figures	4	4	4	4	4	4	4.00	G					X	X	X	X			X	X	13	Acreage Entry/Update
6	1	A	Make case updates to AALMRS	4	4	4	4	4	4	4.00	G	X	X	X		X	X	X	X			X		1	Case Information Update
6	1	A	Make land status updates to Records	4	4	4	4	4	4	4.00	G	X	X	X		X	X	X	X			X	X	5	Plat Records Entry/Update
7	1	A	Determine if tentative approval was made	4	4	4	4	3	4	3.63	G	X	X			X	X	X		X				1	Case Information Query
7	1	A	Determine if leases, permits, or rights exist	4	4	4	4	3	4	3.83	G	X		X		X	X	X		X				1	Conflict Ident. of Existing Rights
7	1	M	If rights, send case for Dispositn of Rights																						
8	1	A	Determine if all available lands are conveyed	4	4	4	4	3	4	3.83	G	X	X			X	X	X		X				13	Acreage Control Calculation
8	1	A	Prepare request for sign-off from State	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
8	1	M	Send request for sign-off to the State																						
8	1	A	Note issuance of request for sign-off	4	4	3	4	3	4	3.67	G					X	X	X	X					1	Case Action Notation
9	1	A	Determine if top filing/suspension required	4	4	3	3	3	3	3.33	G					X	X	X	X				X	1	Future Action Suspense
9	1	M	If top filing, send case file to Docket																						
10	1	A	Note receipt of executed sign-off from State	4	4	4	4	3	4	3.83	G					X	X	X	X					1	Case Action Notation
10	1	A	Make case updates to AALMRS	4	4	4	4	4	4	4.00	G	X	X	X		X	X	X	X			X		1	Case Information Update
10	1	M	Send case file to Docket																						

LEGEND:

[PRIORITY]
- 0 - not considered
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security and protect proprietry confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS Unresolved Case Suspension
PROCESS ID 1.1.2.2.9.6.1

MATRIX [illegible] PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Conveyances (Alaska)

TOTAL AUTOMATED = 4
TRUE CANDIDATES = 3

IPD SUB PARA#	SENT	DET	PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Case File from State Convevance Proc.																						
2	1	A	Gather Townshio Data	4	4	4	4	3	4	3.83	G	X	X			X	X	X		X	X			1	Case Information Query
2	1	A	Gather Land Status Data	4	4	4	4	3	4	3.83	G	X	X			X	X	X		X	X			6	Land Use/Plat Query
2	1	M	Determine Validity of Application																						
3	1	M	Request Associated Case Files from Docket																						
4	1	M	Receive Associated Case Files from Docket																						
4	1	M	Review Associated Case Files																						
4	1	M	Determine if Files Predate State Selection																						
5	1	A	Prepare Notice of Conflict	2	2	1	1	2	2	1.67	G										X			3	Word Processing
5	1	M	Issue Notice to State																						
6	1	A	Update AALMRS	4	4	4	4	4	4	4.00	G		X				X	X				X		1	Case Informatin Update
7	1	M	Send Case File to Docket																						

LEGEND:

(PRIORITY)
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

(SECURITY)
S - Sensitive
G - General Data/Process

(PROGRAM OBJECTIVES)
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

(INFORMATION PROCESSING AREAS)
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

(DERIVED USER REQUIREMENT CATAGORIES (CAT))
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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BLM PROCESS Case Resolution
PROCESS ID 1.1.2.2.9.6.2

MATRIX K-25 PROCESS EVALUATION (CANDIDATES)
CASE TYPE Conveyances (Alaska)

TOTAL AUTOMATED = 3
TRUE CANDIDATES = 3

IPO SUB PARA#	SENT	DET	PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Get Application																						
1	1	M	Identify if Priority for Adjucation																						
1	1	M	Get Case File from Docket																						
3	1	A	Gather Township Data	4	4	4	4	3	4	3.83	G	X	X			X	X	X		X	X			1	Case Information Query
3	1	A	Gather Land Status Data	4	4	4	4	3	4	3.83	G	X	X			X	X	X		X	X			6	Land Use/Plat Query
3	1	M	Check for Validity																						
4	1	A	If Priority and Unchanged-Update AALMRS	4	4	4	4	4	4	4.00	G			X		X		X	X			X		1	Case Information Update
4	1	M	If Priority & Unchanged-Snd CF to Docket																						
5	1	M	If Adjucated/Invalid Send CF to St. Convey Pr																						
6	1	M	If Valid-Send CF to Convey Case Rejection																						

LEGEND:

(PRIORITY)
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

(SECURITY)
S - Sensitive
G - General Data/Process

(PROGRAM OBJECTIVES)
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

(INFORMATION PROCESSING AREAS)
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

(DERIVED USER REQUIREMENT CATAGORIES (CAT))
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: Mineral Estate Case Review
PROCESS ID 1.1.2.2.9.7.1

MATRIX K-2 PROCESS EVALUATION (CANDIDATES)
CASE 2 Conveyances (Alaska)

TOTAL AUTOMATED = 2
TRUE CANDIDATES = 2

IPD SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Convey Docs from Occupancy and Use																						
2	1	M	Receive Case File from Docket																						
3	1	A	Receive Township Data	4	4	4	4	3	4	3.83	G	X	X			X	X	X		X	X			1	Case Information Query
3	1	A	Receive Land Status Data	4	4	4	4	3	4	3.83	G	X	X			X	X	X		X	X			6	Land Use/Plat Query
3	1	M	Receive Case File from AALMRS																						
3	1	M	Determine Proper Disposition																						
4	1	M	Send Case File to Mineral Patent Issuance																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: Mineral Patent Issuance
PROCESS ID: 1.1.2.2.5.7.2

MATRIX K-27. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Conveyances (Alaska)

TOTAL AUTOMATED = 4
TRUE CANDIDATES = 3

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Case File from Mineral Estate Case Re																						
2	1	M	Determine Conveyance or Relinquishment or Con																						
2	1	A	If Conveyed - Prepare Decision & Draft Patent	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
2	1	M	-Issue Decision and Draft Patent																						
3	1	M	If Relinquish-Put Patent in Case File																						
3	1	M	-Send Case File to Docket																						
5	1	M	Determine if Conveyed to a Native Corp.																						
5	1	M	If Native Corp. Prepare Mineral Patent																						
5	1	M	-Issue Mineral Patent to State or Reg. Corp.																						
6	1	A	Update AALMRS	4	4	4	4	4	4	4.00	G					X	X	X				X		1	Case Information Update
6	1	A	Update Records	4	4	4	4	4	4	4.00	G					X	X	X				X		5	Plat Records Entry/Update
6	1	A	Update Acreage	4	4	4	4	4	4	4.00	G					X	X	X				X		13	Acreage Entry/Update
7	1	M	Send Case File to Docket																						

LEGEND:

(PRIORITY)
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

(SECURITY)
S - Sensitive
G - General Data/Process

(PROGRAM OBJECTIVES)
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

(INFORMATION PROCESSING AREAS)
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

(DERIVED USER REQUIREMENT CATAGORIES (CAT))
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DPD PROCESS Case Rejection Notification
PROCESS ID 1 1 2.2.3 8.1

MATRIX A PROCESS EVALUATION (CANDIDATES)
CA E: Conveyances (Alaska)

TOTAL AUTOMATED = 4
TRUE CANDIDATES = 0

PARA#	SENT	DET	PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Case File from Determination																						
2	1	A	Prepare Request for Relinquishment	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
2	1	M	Send Request for Relinquishment to Applicant																						
4	1	A	Prepare Acknowledgement Letter	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
4	1	M	Send Acknowledgement Letter to Applicant																						
5	1	M	Send Case File to Case Notation																						
6	1	A	Prepare Rejection Decision	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
6	1	M	Send Rejection Decision to Applicant																						
6	1	M	Send Copies of Reject. Decision to Parties																						
7	1	M	Send Copy or Decision to Withdrawals																						
7	2	A	If State Applcnt prepare Notice of "No Effect	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
8	1	M	Send Case File to Case Notation																						

LEGEND:

(PRIORITY)
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

(SECURITY)
- S - Sensitive
- G - General Data/Process

(PROGRAM OBJECTIVES)
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

(INFORMATION PROCESSING AREAS)
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

(DERIVED USER REQUIREMENT CATAGORIES (CAT))
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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BLM PROCESS Case Notation
PROCESS ID 1.1.2 2.9.6.2

MATRIX K-29 PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Conveyances (Alaska)

TOTAL AUTOMATED = 2
TRUE CANDIDATES = 2

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Recieve Case File from Case Reject. Notificat																						
2	1	A	If Relinquished Update AALMRS	4	4	4	4	4	4	4.00	G	X	X	X		X	X	X	X			X		1	Case Information Update
2	1	M	Send Case File to Docket for Closure																						
3	1	A	If Rejected Update AALMRS	4	4	4	4	4	4	4.00	G	X	X	X		X	X	X	X			X		1	Case Information Update
3	1	M	Send Case File to Docket for Closure																						
5	1	M	If Reject or Relinquish in Part, Send CF to State or ANCSA Convevance Process																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DPD PROCESS: Examine Evidence of Use
PROCESS ID: 1.1.2.2.3.9.1

MATRIX I: PROCESS EVALUATION (CANDIDATES)
USE: Conveyances (Alaska)

TOTAL AUTOMATED = 5
TRUE CANDIDATES = 3

IPD SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS: EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION: CAT	USER REQUIREMENTS
1	1	M	Request Rec'd from ANCSA/State/Deter or Alask																						
2	1	A	Obtain Maps/Land Status Data/Township Data	4	4	4	4	4	4	4.00	G	X	X	X		X	X	X		X	X			5	Map/Plat Generation
2	1	M	Review Water Bodies for Navigability																						
3	1	A	Identify any Determination Done on Area	4	4	4	4	3	4	3.83	G			X		X	X			X			X	1	Navigability Verification
3	1	A	Identify any Policy Change (Nav-Determination	2	3	3	3	3	3	2.83	G			X		X	X			X			X	8	Nav-Determination Reference
4	1	M	Identify Water Bodies																						
5	1	M	Gather Physical Character/Use Data from Lib.																						
5	1	M	Examine Physical Character/Use Data																						
6	1	M	Collect Data for Unserialized Naviq. Folder																						
7	1	M	For Adequate Use Send Folder to "Write Final"																						
8	1	M	For Not Adequate Send Folder to Interview or Field Report Prep																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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END PROCESS Interview Report Preparation
PROCESS ID 1.1.2.2.5.9.2

MATRIX K-31. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Conveyances (Class)

TOTAL AUTOMATED = 0
TRUE CANDIDATES = 0

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Navigability Folder																						
2	1	M	Request Addntl Water Body Data from Public																						
2	1	M	Receive Addntl Water Body Data																						
2	1	M	Identify Occurence of Boat Use																						
2	1	M	Obtain Opinions on Navigation																						
3	1	M	If Adequate Use Send Folder to 'Write Final'																						
4	1	M	If Not Adequate Send to 'Field Report Prep'																						

LEGEND:

(PRIORITY)
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

(SECURITY)
- S - Sensitive
- G - General Data/Process

(PROGRAM OBJECTIVES)
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

(INFORMATION PROCESSING AREAS)
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

(DERIVED USER REQUIREMENT CATAGORIES (CAT))
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS Field Report Preparation
PROCESS ID 1.1.2.2.3.5.3

MATRIX A[illegible]OCESS EVALUATION (CANDIDATES)
CA[illegible]E Conveyances (Pilena)

TOTAL AUTOMATED = 1
TRUE CANDIDATES = 0

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Nav. Folder from Exam Evidence of Use																						
2	1	M	If No Determination Conduct Field Examination																						
3	1	A	Write Field Report of Actual Examination	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
4	1	M	Send Folder to Write Final Nav. Memo																						

LEGEND:

(PRIORITY)
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

(SECURITY)
S - Sensitive
G - General Data/Process

(PROGRAM OBJECTIVES)
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

(INFORMATION PROCESSING AREAS)
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

(DERIVED USER REQUIREMENT CATAGORIES (CAT))
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS SHEET: 01 OF 01
DFD PROCESS: Write Final Navigability Memo
PROCESS ID: 1.1.8.2.6.3.4

MATRIX K-33: PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Conveyances (Alaska)

TOTAL AUTOMATED = 3
TRUE CANDIDATES = 2

IPD SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Folder from Exam. Evidence of Use, or Interview Report Prep or Field Report Prep																						
2	1	A	Prepare Navigability Determination	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
3	1	M	Send Determination to ANCSA, State Conv. Proc Alaska Surveys, or 3(e) Determination																						
4	1	M	Make Copies of Determinations																						
4	1	M	Send Copies to State and Navtive Corp.																						
5	1	A	Update Navigability Maps	4	4	3	4	4	4	3.83	G	X	X	X		X	X	X	X				X	5	Plat Records Entry/Update
5	1	A	Update Index to Navigability Determinations	4	3	3	4	4	4	3.67	G		X	X				X	X				X	8	Nav-Determination Index Update

LEGEND:

(PRIORITY)
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

(SECURITY)
- S - Sensitive
- G - General Data/Process

(PROGRAM OBJECTIVES)
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

(INFORMATION PROCESSING AREAS)
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

(DERIVED USER REQUIREMENT CATAGORIES (CAT))
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS Revenue Calculation
PROCESS ID 1.1.3.2.9.10.1

MATRIX [illegible] PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Conveyances (Alaska)

TOTAL AUTOMATED = 3
TRUE CANDIDATES = 3

IPD SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Tent. Approval, Patent & Inter Convey																						
			from ANCSA & State Convevance Process																						
2	1	M	Obtain Associated Case File from Docket																						
3	1	A	Check Escrow Log for Escrow Data	4	4	4	3	2	4	3.50	G					X	X	X		X			X	2	Revenue Case Query (Escrow)
4	1	M	Audit Revenue Generating Case File																						
4	1	A	Update Escrow Log	4	4	4	3	2	4	3.50	G					X	X	X				X		2	Escrow Case Update
4	2	A	Send New Finance Data to Accounting	4	4	4	2	3	4	3.50	G					X						X		3	Electronic Data Transfer
5	1	M	Prepare Escrow Package																						
5	1	M	Send Package to BIA if ANCSA Convevance																						
6	1	M	Send Package to Accounting if State Convey																						
8	1	M	Send Case File to Revenue Update																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS SHEET: 01 OF 01
DFD PROCESS: Revenue Update
PROCESS ID: 1.1.2.2.9.10.2

MATRIX K-35: PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Conveyances (Alaska)

TOTAL AUTOMATED = 2
TRUE CANDIDATES = 2

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Revenue Generating Case File																						
2	1	A	Update Escrow Log	4	4	4	3	2	4	3.50	G					X	X	X	X			X		2	Escrow Case Update
2	1	A	Update AALMRS	4	4	4	4	4	4	4.00	G					X	X	X	X			X		1	Case Information Update
3	1	M	Send Rev. Gener. CF to Disposs. of Rights Proc																						
4	1	M	Send Case File to Docket																						

LEGEND:

(PRIORITY)
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

(SECURITY)
S - Sensitive
G - General Data/Process

(PROGRAM OBJECTIVES)
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

(INFORMATION PROCESSING AREAS)
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

(DERIVED USER REQUIREMENT CATAGORIES (CAT))
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DPD PROCESS: Waiver/Merger/Succession Review
PROCESS ID: 1.1.3.2.3.11.1

MATRIX 1- PROCESS EVALUATION (CANDIDATES)
CASE: Conveyances (Alaska)

TOTAL AUTOMATED = 4
TRUE CANDIDATES = 4

IPD SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	GU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive CF and Convey Doc from ANCSA/State or Escrow Review																						
1	2	M	Note 3rd Party Interests-Reserved or Subject																						
2	1	A	Obtain AALMRS Data	4	4	4	4	4	4	4.00	G	X	X	X				X		X	X			1	Case Information Query
2	1	A	Obtain Records Data	4	4	4	4	4	4	4.00	G	X	X	X				X		X	X			6	Land Use/Plat Query
2	1	A	Obtain Legal References	4	4	4	4	4	4	4.00	G	X	X	X				X		X	X			4	Legal Reference Query
3	1	M	Determine Authority to Collect Revenues																						
4	1	A	Determine if Delinquent Revenues	4	4	4	3	3	4	3.67	G						X	X		X			X	2	Revenue Case Query
5	1	M	Determine Disposition Authority																						
6	1	M	Determine if Rights Exist																						
7	1	M	Send Case File to Docket																						
8	1	M	Send Case File to Disposition Notification																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
GU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS SHEET: 01 of 01
DFD PROCESS: Disposition Notification
PROCESS ID: 1.1.2.2.9.11.2

MATRIX K-37. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Conveyances (Alaska)

TOTAL AUTOMATED = 4
TRUE CANDIDATES = 2

IPO SUB PARA#	SENT	DET	CANDIDATES PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive C F from Waiver/Merger/Succession Rev																						
2	1	A	Prepare Decision/Notice of BLM Decision/Stat	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
3	1	A	Prepare Request for Appraisal Report	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
3	1	M	Send Request to Resource Evaluation																						
3	1	M	Receive Appraisal from Resource Evaluation																						
4	1	M	Issue Decision/Notice to Authorized Holder																						
4	1	M	Make Copies of Decision/Notice																						
4	1	M	Send Copies to Landowner and Parties																						
5	1	A	Update ARLMRS	4	4	4	4	4	4	4.00	G	X	X	X		X	X	X	X				X	1	Case Information Update
5	1	A	Update Records	4	4	4	4	4	4	4.00	G	X	X	X		X	X	X	X				X	5	Plat Records Entry/Update
6	1	M	Send Case File to Docket																						

LEGEND:

(PRIORITY)
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

(SECURITY)
- S - Sensitive
- G - General Data/Process

(PROGRAM OBJECTIVES)
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

(INFORMATION PROCESSING AREAS)
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

(DERIVED USER REQUIREMENT CATAGORIES (CAT))
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DPD PROCESS: Pre-Land Reconveyance
PROCESS ID: 1 1 2 2 3 9 12 1

MATRIX [illegible] PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Conveyances (Misc)

TOTAL AUTOMATED = 5
TRUE CANDIDATES = 1

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive CF from PLO 1613, State Convey, ANCSA/ BLM Native Allot or 17(b) Easements Process																						
1	2	A	If Survey Needed, Prepare Request	2	2	1	1	2	2	1.67	G								X		X			1	Case Form/Document Generation
1	2	M	Send Request to Survey																						
2	1	A	Note Receipt of Survey Documents	4	4	4	4	3	4	3.83	G	X	X	X			X				X			1	Case Action Notation
3	1	A	Prepare Request for Quit Claim Deed	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
3	1	M	Send Request for QCD to Landowner																						
4	1	M	Receive Draft Title Doc from Landowner																						
5	1	M	If Landowner Refuses send CF to Solicitor																						
6	1	A	Prepare Request for Title Insurance	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
6	1	M	Send Request to Landowner if not State																						
7	1	M	Receive Title Insurance																						
8	1	A	Prepare Request for Verif. of Native Corp	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
8	1	M	Send Request to State Dept. of Commerce																						
9	1	M	Send Case File to Title Review																						

LEGEND:

(PRIORITY)
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

(SECURITY)
- S - Sensitive
- G - General Data/Process

(PROGRAM OBJECTIVES)
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

(INFORMATION PROCESSING AREAS)
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

(DERIVED USER REQUIREMENT CATAGORIES (CAT))
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: Title Review
PROCESS ID: 1.1.2.2.9.12.2

MATRIX K-39. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Conveyances (Alaska)

TOTAL AUTOMATED = 3
TRUE CANDIDATES = 1

IPO PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Case File from Pre-Land Reconveyance																						
2	1	M	Send Prelim Title Pkg to Solicitor																						
2	2	M	Title Pkg Returned with Opinions																						
3	1	M	Correct Any Deficiencies																						
4	1	A	Prepare Request for Certificate of Inspection	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
4	1	M	Send Request to Resource Evaluation																						
5	1	M	Receive Certificate of Inspection																						
6	1	A	Prepare Request for Executed Quit Claim Deed	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
6	1	M	Send Request to Landowner																						
7	1	M	Receive Executed Quit Claim Deed																						
8	1	M	If not Alaska, send Title Pkg to Title Company																						
8	2	M	Final Title Pkg Received																						
8	2	M	Final Title Pkg placed in the Case File																						
9	1	M	If Alaska, send Title Pkg to District Recorder																						
9	2	M	Final Title Pkg Placed in the Case File																						
10	1	A	Update ARLMRS if necessary	4	4	4	4	4	4	4.00	G	X	X	X		X	X	X	X			X		1	Case Information Update
11	1	M	Make Copies of Final Title Package																						
11	1	M	Send Copies of Title Pkg to Solicitor																						
12	1	M	Recieve Opinion from Solicitor																						
12	1	M	Prepare Notification of Acceptance of Title																						
12	1	M	Send Notification to Landowner																						
13	1	M	For ANCSA, State or 17(b) Process Lands send Case File to appropriate Process																						
14	1	M	For non ANCSA, State, or 17(b) Process Land send Case File to Cert/Patent Issued																						

LEGEND:

(PRIORITY)
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

(SECURITY)
S - Sensitive
G - General Data/Process

(PROGRAM OBJECTIVES)
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

(INFORMATION PROCESSING AREAS)
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

(DERIVED USER REQUIREMENT CATAGORIES (CAT))
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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BPD PROCESS: Certificate/Patent Issuance

PROCESS ID: 1.1.2.2.3.12.3

MATRIX R[illegible]ROCESS EVALUATION (CANDIDATES)

CASE TYPE: Conveyances (Class A)

TOTAL AUTOMATED = 3

TRUE CANDIDATES = 3

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Case File from Title Review																						
2	1	M	If Native Allotment, issue Cert. of Allotment																						
3	1	M	If not Native Allotee, issue a Patent																						
4	1	A	Update ALMRS	4	4	4	4	4	4	4.00	G			X			X	X	X				X	1	Case Information Update
4	1	A	Update Records	4	4	4	4	4	4	4.00	G			X			X	X	X				X	5	Plat Records Entry/Update
5	1	M	Determine if Parcels Closed or Conveyed																						
5	1	A	If Closed or Conveyed, Close Case File	4	3	4	4	2	4	3.50	G	X	X				X			X			X	1	Case Closure
5	1	M	Send Case File to Docket																						
6	1	M	Make Copy of Cert. of Allotment or Patent																						
6	1	M	Send Copy to Reserved Mineral Estate Conveyan																						

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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MATRIX XI - DATA EVALUATION (CANDIDATES)
CASE TYPE: CONVEYANCES (AK)

DATA DICTIONARY ELEMENT				EVALUATION CRITERIA			ALMRS AUTOMATED DATA AREAS**												
DATA NAME	DATA TYPE	SEC	DET	INTERNAL SYSTEM	SATISFY USER REQUIREMENT		LAND DESC	OWN&STAT	SER#LOG	STIP	REGU REFR	DOC REFR	CASE ACTS	BOND	SURE	QUAL	MSTR NAME	RES DATA	GEO COOR
3(e) Determination	Record	G	A	X	1						X	X							
Acknowledgement	Data Flow	G	M																
Acres	Data Element	G	A		13			X	X										
Additional Information	Data Flow	G	A		3*														
Aerial Photographs	Photo	G	A		8		X		X			X							X
Affidavit of Publication	Data Aggregat	G	M																
Agreement of Survey of Inholdings	Record	G	M																
Alaska ALMRS	System	N/A	M																
Alaska Native Claims Settlement Act	N/A	G	M																
Appeal	Data Flow	G	M																
Application	Record	G	A		1		X						X			X	X		
Appraisal	Record	S	A		1		X												
Authorized Holder	N/A	N/A	M																
Blue Book	Data Store	S	M																
Bureau of Indian Affairs	N/A	N/A	M																
Case Files	Data File	S	A		1		X	X	X				X					X	
Case File , Associated	Data File	S	A		1		X	X	X				X					X	
Case Priority	Data Store	S	A		4								X					X	X
Certificate of Allotment	Record	G	A		1						X		X						
Certificate of Inspection	Record	G	A		3*														
CIRI Pool	Record	G	A		1			X											
Clearance Certification	Record	G	A		1				X	X									
Comments	Record	G	M																
Continuing Obligation List	Record	G	A		4		X	X	X										
Conveyance Documents	Record	G	M																
Cook Inlet Region , Inc	N/A	N/A	M																
Decision	Aggregate	G	A		1,3								X						
Department of Defense Decision	Aggregate	G	A		1								X						
Donation Request	Aggregate	G	M																
Draft Decision to Issue Conveyance	Record	G	A		1								X						
Draft Dcsn to Issue Convey Comments	Record	G	A		1								X						
Easement Case File	Data File	S	A		1,5								X					X	X
Easement Comments	Record	G	A		1,3								X						

LEGEND: [USER REQUIREMENT CATEGORIES]

1. Case Transactions
2. Case Accounting Processing
3. Office Support
4. Legal Reference Control
5. Land Status Records Processing
6. Query Processing
7. System Chargeback
8. Document Reference
9. Management Information Processing
10. Information Transfer
11. Qualification Processing
12. Resource Information Processing
13. Acreage Control Processing
14. Inspection Data Processing

SECurity:
G - General
S - Sensitive

DETermination:
A - Automated Candidate
M - Manual

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* By-product of an automated process.

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DATA DICTIONARY ELEMENT				EVALUATION CRITERIA			** ALMRS AUTOMATED DATA AREAS												
DATA NAME	DATA TYPE	SEC	DET	INTERNAL SYSTEM	SATISFY USER REQUIREMENT		LAND DESC	OWN& STAT	SER# LOG	STIP	REGU REFR	DOC REFR	CASE ACTS	BOND	SURE	QUAL	INSTR NAME	RES DATA	GEO COOR
Easement Recommendations	Record	G	A		3.5								X					X	X
Easement Review Memorandum	Record	G	A		1.3		X						X					X	X
Eligibility Report	Record	G	A		1.3								X						
Entitlement	Aggregate	G	A		4			X					X						
Escrow Data	Record	G	A		2		X	X					X						
Escrow Log	Record	G	A		2		X	X					X						
Escrow Package	Record	S	M																
Evidence of use	Record	G	M																
Financial Data	Record	S	A		2								X						
General Services Administration	N/A	N/A	M																
Historical Index	Record	G	M																
Holding Agency	N/A	N/A	M																
Index to Nav Determin by townshio	Data Store	G	M																
Interest	Data Flow	G	A		3*														
Interim Convevance	Record	G	A		3*														
Justification	Aggregate	G	A		1.3		X						X						
Landowner	N/A	N/A	M																
Lease Adjudication	Record	G	A		1		X						X						
Legal Library	Data Store	G	M																
Legal Reference	Data Store	G	A		1.4					X	X	X							
Maps	Aggregate	G	A		1		X	X										X	X
Master Title Plat	Record	G	M																
Memorandum	Record	S	M																
Mineral Reports	Data Set	S	M																
Mining Claim Adjudication	Record	G	A		3*														
Navigability Determination	Record	G	A		3*														
Navigability Determination Info	Record	G	A		1.8		X	X										X	X
Navigability Folder	Data Store	G	A		3*														
Navigability Map Information	Record	G	A		1		X	X										X	X
Navigability Maps	Aggregate	G	A		1.8														X
Nominations	Aggregate	G	A		1		X												
Nonconformant Easement	Aggregate	G	M																

LEGEND: [USER REQUIREMENT CATEGORIES]

1. Case Transactions
2. Case Accounting Processing
3. Office Support
4. Legal Reference Control
5. Land Status Records Processing
6. Query Processing
7. System Chargeback
8. Document Reference
9. Management Information Processing
10. Information Transfer
11. Qualification Processing
12. Resource Information Processing
13. Acreage Control Processing
14. Inspection Data Processing

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* By-product of an automated process.

SECurity:
G - General
S - Sensitive

DETermination:
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M - Manual

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MATRIX XI - DATA EVALUATION (CANDIDATES)
CASE TYPE: CONVEYANCES

DATA DICTIONARY ELEMENT				EVALUATION CRITERIA			ALMRS AUTOMATED DATA AREAS **											
DATA NAME	DATA TYPE	SEC	DET	INTERNAL SYSTEM	SATISFY USER REQUIREMENT	LAND DESC	OWN& STAT	SER& LOG	STIP	REGU REFR	DOC REFR	CASE ACTS	BOND	SURE	QUAL	MSTR NAME	RES DATA	GEO COOR
Notice	Record	G	A		3*													
Notice for Publication	Record	G	A		1,3	X	X	X										
Notice of Pool Placement	Record	G	A		3*													
Notification of Acceptance of Title	Record	G	M															
Notification of Release	Record	G	A		1,3	X												
Parcel Information	Data Flow	G	A		1	X	X	X										
Parties	N/A	N/A	M															
Patent	Aggregate	G	A		1	X	X	X										
Physical Description	Record	G	M															
Pool Comments	Data Flow	G	A		3*													
Priority List	Aggregate	G	M															
Proof of Publication	Aggregate	G	A		3*													
Protest	Data Flow	G	A		1	X												
Public Land Order	Record	G	A		1						X							
Publication Directed	Record	G	A		1						X							
Porcupine, Yukon, Kuskokwim Line	N/A	N/A	M															
Quit Claim Deed	Record	G	A		3*													
Records	Aggregate	G	M															
Reference Library	Data Store	G	M															
Relinquishment	Record	G	A		3*													
Resource Recommendation	Record	G	A		4						X	X					X	
Resource Reports	Data Set	S	M															
Sign-off	Record	G	A		5	X		X				X						
Status Memorandum	Record	G	A		1		X	X										
Survey Documents	Aggregate	G	A		1,3							X						
Survey Notice	Record	G	A		1,3	X												
Survey Request	Aggregate	S	A		1							X						
Tenative Approval	Record	G	A		1,3	X	X											
3rd Party Interest	Aggregate	G	A		3*													
Title Documents	Aggregate	G	M															
Title Insurance	Record	G	A		1,3							X						
Title Package	Aggregate	G	M															

LEGEND: (USER REQUIREMENT CATEGORIES)

1. Case Transactions
2. Case Accounting Processing
3. Office Support
4. Legal Reference Control
5. Land Status Records Processing
6. Query Processing
7. System Chargeback
8. Document Reference
9. Management Information Processing
10. Information Transfer
11. Qualification Processing
12. Resource Information Processing
13. Acreage Control Processing
14. Inspection Data Processing

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* By-product of an automated process.

SECurity:
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DETermination:
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M - Manual

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MATRIX XI - DATA EVALUATION (CANDIDATES)
CASE TYPE: CONVEYANCES

DATA DICTIONARY ELEMENT				EVALUATION CRITERIA			ALMRS AUTOMATED DATA AREAS**												
				INTERNAL SYSTEM	SATISFY USER REQUIREMENT		LAND DESC	OWN& STAT	SER# LOG	STIP	REGU REFR	DOC REFR	CASE ACTS	BOND	SURE	QUAL	MSTR NAME	RES DATA	GEO COOR
DATA NAME	DATA TYPE	SEC	DET																
Tog Filing	Data Store	G	M																
Township Data	Record	G	A	X	1		X	X					X						
Use Authorization Resolution	Record	G	A		3*														
Water Body Data	Record	G	A		1													X	
Withdrawal	Aggregate	G	A		1								X					X	X
Withdrawal Revocation Request	Record	G	A		3*														

LEGEND: [USER REQUIREMENT CATEGORIES]

1. Case Transactions
2. Case Accounting Processing
3. Office Support
4. Legal Reference Control
5. Land Status Records Processing
6. Query Processing
7. System Chargeback
8. Document Reference
9. Management Information Processing
10. Information Transfer
11. Qualification Processing
12. Resource Information Processing
13. Acreage Control Processing
14. Inspection Data Processing

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* By-product of an automated process.

SECurity:
G - General
S - Sensitive

DETermination:
A - Automated Candidate
M - Manual

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TYPE: OIL AND GAS

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DFD PROCESS PRIMITIVES				MISSION ELEMENTS														PROCESS EVALUATION MATRIX
				RECORDS				RESOURCES				TECHNICAL						
PROCESS IDENTIFIER	TITLE	DET	n/t	PRE	POST	SUPP	MAINT	INVEN	ANALY	MON/CO	IMPLE	PLAN	INFO	ANALY	PROD	ADMIN		
1.1.1.1.1.1.1.1.1	Process Application	A	7/8	X														L-1
1.1.1.1.1.1.1.1.2	OTC Drawing	A	5/5	X														L-2
1.1.1.1.1.1.1.1.3	Check Case File	A	2/2	X														L-3
1.1.1.1.1.1.1.1.4	Process OTC Lease	A	8/11	X														L-4
1.1.1.1.1.1.1.1.5	Process Expired Lease	*																L-5
1.1.1.1.1.1.1.1.6	Process Terminated and Cancelled Lease	*																L-6
1.1.1.1.1.1.1.1.7	Process Relinquished List	*																L-7
1.1.1.1.1.1.2.1	Identify Competitive Parcel	*																L-8
1.1.1.1.1.1.2.3.1	Publicize Sale	A	2/5	X														L-9
1.1.1.1.1.1.2.3.2	Conduct Sale	A	3/6	X														L-10
1.1.1.1.1.1.2.3.4	Wrap Up Sale	A	1/3	X														L-11
1.1.1.1.1.1.2.4	Issue Lease	A	5/9	X														L-12
1.1.1.1.1.1.2.1.1	NOS Option	M	0/2															L-13
1.1.1.1.1.1.2.1.2	Process Application	A	3/5	X														L-14
1.1.1.1.1.1.2.1.3	Conduct Geologic Evaluation	A	5/5		X													L-15
1.1.1.1.1.1.2.1.4	Conduct Engineering Evaluation	A	4/4		X													L-16
1.1.1.1.1.1.2.1.5	Conduct Surface Evaluation	M	0/1															L-17
1.1.1.1.1.1.2.1.6	Issue APD	M	0/3															L-18
1.1.1.1.1.1.2.2.1.1.1	Notice of Production	M	0/1															L-19
1.1.1.1.1.1.2.2.1.1.2	Transfer Account	A	2/2		X													L-20
1.1.1.1.1.1.2.2.1.2	Monthly Report of Operation	M	0/0															L-21
1.1.1.1.1.1.2.2.1.3	Fifth Day Report	M	0/0															L-22
1.1.1.1.1.1.2.2.2.1.1	Process Notice	A	1/1		X													L-23
1.1.1.1.1.1.2.2.2.1.2	Technical Review	M	0/0															L-24
1.1.1.1.1.1.2.2.2.1.3	Approve Notice	M	0/1															L-25
1.1.1.1.1.1.2.2.2.2.1	Process Notice	A	1/1		X													L-26
1.1.1.1.1.1.2.2.2.2.2	Technical Review	M	0/0															L-27
1.1.1.1.1.1.2.2.2.2.3	Acknowledge Notice	M	0/1															L-28
1.1.1.1.1.1.2.2.2.2.3	Last Production	M	0/1															L-29
1.1.1.1.1.1.2.4.1	Inspection Strategy Plan	M	0/1															L-30
1.1.1.1.1.1.2.4.2.1	Well-Field Inspection	A	2/4		X													L-31
1.1.1.1.1.1.2.4.2.2	Undesirable Event	M	0/3															L-32
1.1.1.1.1.1.2.4.2.3.1	Sundry Application	M	0/0															L-33
1.1.1.1.1.1.2.4.2.3.2	Inspection	M	0/0															L-34
1.1.1.1.1.1.2.4.2.3.3	Process SRA	M	0/0															L-35
1.1.1.1.1.1.2.4.2.3.4	Surface Rehab Inspection	M	0/0															L-36
1.1.1.1.1.1.2.4.3.1	Well-Field Inspection	M	0/2															L-37
1.1.1.1.1.1.2.4.3.2	Production Verification	M	0/0															L-38
1.1.1.1.1.1.2.4.3.3	Undesirable Event	M	0/3															L-39
1.1.1.1.1.1.2.4.3.4.1	Sundry Application	M	0/0															L-40
1.1.1.1.1.1.2.4.3.4.2	Inspection	M	0/0															L-41
1.1.1.1.1.1.2.4.3.4.3	Process SRA	M	0/0															L-42

LEGEND:

A = Automated Process
M = Manual Process (cannot be automated)

n/t = Automation Factoring Summary:
"n" is the total number of true automated candidates
"t" is the total number of automated processes

* Data Evaluation Matrix = XII

* - These processes were a part of SIMO which is no longer used.

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DFD PROCESS PRIMITIVES				MISSION ELEMENTS													PROCESS EVALUATION MATRIX
				RECORDS				RESOURCES				TECHNICAL					
PROCESS IDENTIFIER	TITLE	DET	n/t	PRE	POST	SUPP	MAINT	INVEN	ANALY	MON/CO	IMPLE	PLAN	INFO	ANALY	PROD	ADMIN	
1.1.1.1.1.2.4.3.4.4	Surface Rehab Inspection	M	0/0														L-43
1.1.1.1.1.2.4.4.1.1	Notice of Noncompliance	A	1/2		X												L-44
1.1.1.1.1.2.4.4.1.2	Follow-up	M	0/1														L-45
1.1.1.1.1.2.4.4.1.3	Assessment	M	0/0														L-46
1.1.1.1.1.2.4.4.2.1	Notice of Noncompliance	M	0/2														L-47
1.1.1.1.1.2.4.4.2.2	Follow-up Inspection	M	0/2														L-48
1.1.1.1.1.2.4.4.2.3	Assessment	M	0/0														L-49
1.1.1.1.1.2.5.1.1.1	Initiate CA	M	0/0														L-50
1.1.1.1.1.2.5.1.1.2	Technical Review	M	0/0														L-51
1.1.1.1.1.2.5.1.1.3	Ca Abstract	A	1/2		X												L-52
1.1.1.1.1.2.5.1.1.4	Adjudicate CA	A	2/2		X												L-53
1.1.1.1.1.2.5.1.2.1	Notice of Production	M	0/1														L-54
1.1.1.1.1.2.5.1.2.2	Transfer Account	A	2/4		X												L-55
1.1.1.1.1.2.5.1.2.3.1	Operator Termination	A	1/2		X												L-56
1.1.1.1.1.2.5.1.2.3.2	Automatic Termination	M	0/1														L-57
1.1.1.1.1.2.5.1.2.3.3	Adjudicate Termination	A	6/7		X												L-58
1.1.1.1.1.2.5.2.1.1	Initial Designation	M	0/1														L-59
1.1.1.1.1.2.5.2.1.2	Abstracting	M	0/1														L-60
1.1.1.1.1.2.5.2.1.3	Adjudicate Unit Agreement	A	2/2		X												L-61
1.1.1.1.1.2.5.2.1.4.1	Process Unit Change	M	0/1														L-62
1.1.1.1.1.2.5.2.1.4.2	Adjudicate Change	A	3/3		X												L-63
1.1.1.1.1.2.5.2.1.5.1.1	Well Determinations	M	0/1														L-64
1.1.1.1.1.2.5.2.1.5.1.2	Form Participating Area	A	1/2		X												L-65
1.1.1.1.1.2.5.2.1.5.1.3	Notice of Production	M	0/1														L-66
1.1.1.1.1.2.5.2.1.5.1.4	Transfer Account	A	2/2		X												L-67
1.1.1.1.1.2.5.2.1.5.1.5	Approve PUD/POD	M	0/1														L-68
1.1.1.1.1.2.5.2.1.5.2.1	Voluntary Termination	A	1/2		X												L-69
1.1.1.1.1.2.5.2.1.5.2.2	Automatic Termination	M	0/1														L-70
1.1.1.1.1.2.5.2.1.5.2.3	Automatic Elimination	A	3/4		X												L-71
1.1.1.1.1.2.5.2.1.5.2.4	Adjudicate Termination Elimination	A	3/4		X												L-72
1.1.1.1.1.2.5.2.2.1	Initial Gas Storage Process	A	1/3		X												L-73
1.1.1.1.1.2.5.2.2.2	Adjudicate Gas Storage Process	A	1/1		X												L-74
1.1.1.1.1.2.5.2.3.1	Initiate Development Process	M	0/1														L-75
1.1.1.1.1.2.5.2.3.2	Adjudicate Development Process	A	1/1		X												L-76
1.1.1.1.1.2.5.3	Process Drainage	A	7/9		X												L-77
1.1.1.1.1.2.5.4.1	Process Diligent Lease	A	1/1		X												L-78
1.1.1.1.1.2.5.4.2	Process Diligent Operations	A	2/2		X												L-79
1.1.1.1.1.2.5.5	Process NGPA Determination	A	4/5		X												L-80

LEGEND:

A = Automated Process
M = Manual Process (cannot be automated)

n/t = Automation Factoring Summary:
"n" is the total number of true automated candidates
"t" is the total number of automated processes

* Data Evaluation Matrix = XII

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PROCESS: Process Application
PROCESS ID: 1.1.1.1.1.1.1.1.1

MATRIX L-01. PROCESS EVALUATION (CANDIDATES)
CASE TYPES: OIL AND GAS

TOTAL AUTOMATED = 8
TRUE CANDIDATES = 7

IPO SUB PARA	SENT	DET	PROCESS (CANDIDATES)	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Application from Applicant																						
1	1	M	Receive Money from Applicant																						
2	1	M	Date/Time Stamp Application																						
3	1	M	Check money for correct amount																						
3	2	M	Determine Application Acceptability																						
3	2	M	Non-Acceptability, Send Money/Application back to Applicant																						
4	1	A	Prepare Accounting Advice	4	4	4	4	4	4	4.00	G		X			X	X	X	X					2	Accounting Form Preparation
4	1	M	Send Accounting Advice & Money to Accounting																						
5	1	A	Determine Number of Needed Application copies	2	2	2	1	2	2	1.83	G			X			X	X		X	X			1	Case Information Generation
5	1	M	Check Number of Actual copies																						
5	1	A	Prepare Rejection Decision	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
5	1	M	Send Decision to Applicant																						
6	1	M	Build Case File when Acceptable																						
7	1	A	Serialize Case File	4	4	4	4	4	4	4.00	G	X					X	X	X		X			1	Case Serialization
8	1	A	Generate Plat	4	4	4	4	4	4	4.00	G		X				X	X	X		X			5	Map/Plat Generation
8	1	M	Add Appropriate Plat to Case File																						
9	1	A	Enter Case Info into CR/ORCA/AALMRS	4	4	4	4	4	4	4.00	G	X	X			X	X	X	X			X		1	Case Action Notation
10	1	A	Receive SRP from CR/ORCA/AALMRS	4	4	4	4	4	4	4.00	G		X				X	X		X	X			1	Case Information Generation
10	1	M	Validate SRP																						
10	1	M	Add SRP to Case File																						
11	1	M	Prepare Copy of SRP																						
11	1	M	Prepare Copy of Accounting Advice																						
11	1	M	Send SRP Copy to Applicant																						
11	1	M	Send Accounting Advice Copy to Applicant																						
12	1	A	Determine Simultaneous Filed Offers	4	4	4	4	4	4	4.00	G		X							X			X	1	Case Information Generation
12	1	M	For Positive Determination, Send CF to Docket																						
12	1	M	Send Case File to "OTC Drawing"																						
13	1	M	Send Case File to "Records"																						
13	1	M	Send Case File to Docket																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS SHEET: 01 of 01
DFD PROCESS: OTC Drawing
PROCESS ID: 1.1.1.1.1.1.1.2

MATRIX L-02. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: OIL AND GAS

TOTAL AUTOMATED = 5
TRUE CANDIDATES = 5

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Case Files from Docket																						
2	1	A	Determine Drawing Method	4	3	4	4	3	4	3.67	G		X				X	X					X	1	Random Case Selection
2	1	A	Selection Application Priority Order	4	3	3	3	3	4	3.33	G		X				X	X					.X	1	Random Case Selection
3	1	A	Query CR/ORCA	4	3	4	4	4	4	3.83	G		X				X	X		X				5	Case Information Query
3	1	A	Update CR/ORCA	4	4	4	4	4	4	4.00	G		X				X	X				X		1	Case Information Update
3	1	A	Determine Priority	4	3	3	3	3	3	3.17	G		X				X	X					X	1	Random Case Selection
4	1	M	Send Case File to Docket for "Checking"																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS ID: 1.1.1.1.1.1.1.1.3

CASE TYPE: AND GAS

TOTAL AUTOMATED = 2
TRUE CANDIDATES = 2

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION: CAT	USER REQUIREMENTS
1	1	M	Receive Case File from Docket																						
1	1	M	Receive Case File from Records																						
1	1	M	Receive Case File from OTC Drawing																						
2	1	M	Log In Case File																						
2	1	M	Check Case File/SRP																						
3	1	A	Pull Oil and Gas Plat from Plat File	4	4	4	4	4	4	4.00	G		X				X	X		X		X			5 Map/Plat Generation
3	1	M	Add Plat Info to Case File																						
4	1	A	Check Plat against Application Area	4	4	4	4	4	4	4.00	G		X				X	X		X				X	1 Case Information Validation
5	1	M	Send C F to Docket for "Process OTC Lease"																						or 6-Map/Plat Query

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: Process OTC Lease
PROCESS ID: 1.1.1.1.1.1.1.1.4

MATRIX L-04. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: OIL AND GAS

TOTAL AUTOMATED = 11
TRUE CANDIDATES = 8

IPO SUB PARA	SENT	DET	PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Case File from Docket																						
1	1	M	Receive Case File from "Check Case File"																						
2	1	A	Recheck Status	4	4	4	4	4	4	4.00	G		X			X				X				1	Land Status Verification
2	1	A	Check Plat for O & G Rights	4	4	4	4	4	4	4.00	G		X			X				X				1	Land Status Verification
2	1	A	Recheck Acreage	4	4	4	4	4	4	4.00	G	X	X			X	X			X				13	Acreage Verification
2	1	A	Check for BLM Stips	4	4	2	3	2	2	2.83	G	X	X			X		X		X	X			12	Resource Information Generation
2	1	A	Check Ownership if Acquired Land	4	4	4	4	4	4	4.00	G	X	X			X		X		X				6	Land Use/Plat Query
3	1	M	For Alaska, Receive Twpall from AALMRS																						
3	1	A	Prepare SMA Letter, When Appropriate	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
3	1	M	Send SMA Letter to SMA																						
4	1	M	Receive SMA Letter from SMA																						
5	1	A	Prepare Offer to Lease Stips	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
5	1	M	Send Offer to Applicant for Acceptance																						
6	1	M	Receive Offer to Lease Stips																						
6	1	A	Compare Decision Date with Time Limit	4	4	4	4	4	4	4.00	G		X				X	X		X			X	1	User Task Control
9	1	M	Sign Lease by AO																						
10	1	M	Make Copies of Lease																						
10	1	M	Send Copy to Interested Parties																						
10	1	M	Snd Copy to "Acreage Control"																						
11	1	A	For OTC Drawing. Prepare OTC Rejection Notice	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
11	1	M	Send Rejection Notice to Drawee																						
12	1	M	If Appeal Send Appeal to "Appeals"																						
13	1	A	Query CR/ORCA	4	4	4	4	4	4	4.00	G	X	X	X						X				1	Case Information Generation
13	1	A	Update CR/ORCA	4	4	4	4	4	4	4.00	G	X	X	X		X	X	X		X		X		1	Case Information Update
14	1	M	Send Case File to Records																						
14	1	M	Send Case File to Docket																						

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PSD PROCESS: Publicize Sale
PROCESS ID: 1.1.1.1.1.1.2.3.1

MATRIX L-09. P[illegible] EVALUATION (CANDIDATES)
CASE TY[illegible] AND GAS

TOTAL AUTOMATED = 5
TRUE CANDIDATES = 2

IPO SUB PARA	SENT	DET	PROCESS (CANDIDATES)	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
3	1	M	Receive NPR-A Sale Map																						
4	1	A	For Non NPR-A lands, Write Land Desc. of Sale Parcels	4	4	3	2	3	3	3.17	S		X			X	X	X	X		X			1	Case Information Generation
4	1	A	Identify Stips to Attach to Parcels	4	4	3	3	3	3	3.33	G	X	X			X		X		X	X			12	Resource Information Generation
6	1	A	Prepare Advertisement for Newspaper	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
6	1	M	Send Advertisement to Newspaper																						
7	1	A	For NPR-A Lands, Prepare Advertisement	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
7	1	M	Send Advertisement to Newspaper																						
7	1	A	For NPR-A Prepare Short Version for Federal Register/Justice Dept.	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
7	1	M	Send Short Version to Federal Reg/Justice Dpt																						
8	1	M	Send Draft Competitive Notice to Dist/WO, Public, SMA																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: Conduct Sale
PROCESS ID: 1.1.1.1.1.1.2.3.2

MATRIX L-10. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: OIL AND GAS

TOTAL AUTOMATED = 6
TRUE CANDIDATES = 3

IPO SUB PARA	SENT	DET	PROCESS (CANDIDATES)	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Set Up Bidding Room																						
2	1	M	Receive Sealed Bids from Accounting																						
3	1	A	Prepare Bidding Logs	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
3	1	M	Receive Bidding Logs from Accounting																						
4	1	M	Conduct Sale																						
5	1	M	Open and Announce Bids																						
6	1	M	Login Bids on Bid Record																						
7	1	A	Prepare a Sale Results Report	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
8	1	M	Check Validity of Bid																						
8	1	A	Calculate 1/5 of Bid Amount	4	4	4	4	4	4	4.00	G		X			X			X				X	2	Financial Priority Setting
8	1	M	Verify Charge Amt against Amt Received																						
9	1	M	Check Acceptability of Bid Form																						
10	1	A	Sort out High Bids	4	4	4	4	4	4	4.00	G	X	X			X				X	X		X	2	Financial Priority Setting
10	1	M	Send Money to Accounting																						
10	1	M	Send Sale Results to Accounting																						
10	1	A	Enter Info into CR/ORCA/AALMRS	4	4	4	4	4	4	4.00	G		X				X	X				X		1	Case Information Update
10	1	M	Return Money to Low Bidders																						
10	1	M	Send Sale Results to Low Bidders																						
12	1	M	File Bid Record in Successful Case File																						
13	1	M	Send Sale Results to Public/SMA																						
12	1	A	Send Sale Results to District Office, WO	2	2	1	1	2	2	1.67	G											X		3	Electronic Mail
14	1	M	Send Sale Results to "Wrap Up Sale"																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS: Wrap Up Sale
PROCESS ID: 1.1.1.1.1.1.2.3.4

MATRIX L-11. R[illegible] EVALUATION (CANDIDATES)
CASE TYP[illegible] AND GAS

TOTAL AUTOMATED = 3
TRUE CANDIDATES = 1

IPO SUB PARA	SENT	DET	PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	A	Receive Sale Results from "Conduct Sale"	2	2	1	1	2	2	1.67	6										X		X		3 Electronic Mail
3	1	M	Receive Case File from Docket																						
6	1	M	For NPR-A, Send Copy of Probable Rejection Notice to Justice Dept.																						
6	1	A	Allow Bidder 15 days to Justify Bid for NPR-A	4	4	4	4	4	4	4.00	6		X				X	X		X				X	1 Future Action Suspense
9	1	A	If Reject Bid, Prepare Rejection Notice	2	2	1	1	2	2	1.67	6								X		X				3 Word Processing
8	1	M	Receive Sale Recommendation Report																						
10	1	M	Send Case File to Docket																						
10	1	M	Send Sale Results to "Issue Lease"																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: Issue Lease
PROCESS ID: 1.1.1.1.1.1.2.4

MATRIX L-12. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: OIL AND GAS

TOTAL AUTOMATED = 9
TRUE CANDIDATES = 5

IPO SUB PARA	SENT	DET	PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	A	Receive Sale Results	2	2	1	1	2	2	1.67											X	X		3	Electronic Mail
2	1	M	Receive Case File from Docket																						
3	1	M	For NPR-A Send Sale Results to Justice Dept																						
4	1	M	Receive Bidder Antitrust Info from Applicant																						
4	1	M	Send Bidder Antitrust Info(unopened)to Justic																						
5	1	M	Receive Antitrust Objection from Justice Dept																						
5	2	M	If Justice Dept Objects, Consider another Appl																						
5	3	M	If No Objection after 30 Days Process Bid																						
6	1	A	Prorate Publication Cost	3	3	3	3	3	3	3.00	G		X			X			X				X	2	Financial Priority Setting
6	1	M	Determine if any other Money is Due.																						
7	1	A	For NPR-A Check Bond & Surety for Bidder Bond	4	4	4	4	4	4	4.00	G		X				X	X		X				2	Bond/Surety Query
7	2	A	If No/Deficient Bond Prepare Request for Bond	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
9	1	A	Prepare Decision Doc to Offer Lease	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
10	1	M	Receive Signed Lease/Monies																						
11	1	A	Prepare Accounting Advice	4	4	4	4	4	4	4.00	G		X			X	X	X	X					2	Accounting Form Preparation
11	1	A	Send Accounting Advice to Adjudication	4	4	4	4	4	4	4.00	G		X			X					X			2	Financial Data Tracking
12	1	M	Sign Lease																						
12	1	M	Send Lease to Leasee																						
13	1	M	Send Copy of Lease to SMA																						
13	1	A	Send Copy of Lease to Acreage Control	2	2	1	1	2	2	1.67	G										X	X		3	Electronic Mail
14	1	M	Complete Accounting Advice to Accounting																						
15	1	A	Enter Update Info into CR/ORCA/AALMRS	4	4	4	4	4	4	4.00	G	X	X			X	X	X	X	X		X		1	Case Information Update
16	1	M	Send Case File to Records																						
16	1	M	Send Case File to Docket																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS: Nos Option
S ID: 1.1.1.1.1.2.1.1

MATRIX L-13. PR[illegible]VALUATION (CANDIDATES)
CASE TYPE: [illegible]ND GAS

TOTAL AUTOMATED = 2
TRUE CANDIDATES = 0

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Notice of Staking																						
2	1	A	Prepare Environmental Inspection Report	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
3	1	A	Prepare NOS Conditions of Approval to Operate	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS SHEET: 01 01 01
DFD PROCESS: Process Application
PROCESS ID: 1.1.1.1.1.2.1.2

MATRIX L-14. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: OIL AND GAS

TOTAL AUTOMATED = 5
TRUE CANDIDATES = 3

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive APD from Operator																						
2	1	M	Receive APD from "Process Diligent Lease..."																						
3	1	M	Check APD for Completenss and Correctness																						
3	1	A	Check for Ownership Records	4	4	4	4	4	4	4.00	G		X			X				X				6	Land Use/Plat Query
3	1	A	Check APD for Surface Ownershiip	4	4	4	4	4	4	4.00	G		X			X				X				6	Land Use/Plat Query
4	1	M	Receive Bond List from CR/ORCA																						
4	1	A	Determine if sufficient bonding	4	4	4	4	4	4	4.00	G		X			X				X				2	Bond/Surety Query
4	2	A	If Operator is not on the Bond List Prepare Request for Designation	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
4	2	M	Send Request for Designation to Lessee																						
5	1	M	Receive Designation of Operator from Lessee																						
6	1	M	If APD involve SMA or BIA Send Copy to Operat																						
6	2	A	If APD involves Private Land, Prepare Notification of Pre-Site Inspection	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
6	2	M	Send Notification w/ copy of APD to Landowner																						
6	3	M	Landowner and Operator work out Agreement																						
6	3	M	Landowner & Operator Sign Surface Agreement																						
7	1	M	Receive Conditions of Approval for ADP																						
8	1	M	Receive Surface Land Owner Agreement																						

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS: Conduct Geologic Evaluation
ID: 1.1.1.1.1.2.1.3

MATRIX L-15. PROC[illegible]LUATION (CANDIDATES)
CASE TYPE: [illegible]D GAS

TOTAL AUTOMATED = 5
TRUE CANDIDATES = 5

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	A	Receive APD Application	1	0	0	0	1		0.50	G	X	X							X		X		1	Case Information Generation
1	1	M	Conduct Evaluation																						
2	1	A	Check Formation Tops from Surface to Projecte	4	4	4	4	4		4.00	G	X	X			X	X	X		X		X		12	Resource Theme Analysis
			or Proposed Total Depth																						
2	2	A	Compare ADP Info w/ Adjacent Wells Info	4	4	4	4	4		4.00	G	X	X			X	X	X		X		X		12	Resource Theme Analysis
3	1	M	Determine Need to Protect other Min. Resource																						
3	1	A	Identify Potential Hazards	4	4	4	4	4		4.00	G	X	X			X	X	X		X		X		12	Resource Theme Analysis
3	1	A	Identify Potential Drainage Situations	4	4	4	4	4		4.00	G	X	X			X	X	X		X		X		12	Resource Theme Analysis
4	1	M	Send Completed APD w/ Evaluation to																						
			"Conduct Engineering Evaluation"																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
5 - Sensitive
6 - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: Conduct Engineering Evaluation
PROCESS ID: 1.1.1.1.1.2.1.4

MATRIX L-16. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: OIL AND GAS

TOTAL AUTOMATED = 4
TRUE CANDIDATES = 4

IPO PARA#	SUB SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Copy of APD w/ 8-point Drilling Plan																						
1	1	A	Conduct Engineering Evaluation of The Request	4	4	4	4	4	4	4.00	G	X	X			X	X	X		X	X		X	12	Resource Theme Analysis
2	1	M	Review 8-Point Drilling Plan																						
2	1	A	Examine Caseing Program to Protect Evir.	4	4	4	4	4	4	4.00	G		X					X		X	X		X	12	Resource Theme Analysis
2	1	A	Check Formation	4	4	4	4	4	4	4.00	G	X	X			X	X	X		X	X		X	12	Resource Theme Analysis
2	1	A	Check State Spacing	4	4	4	4	4	4	4.00	G		X				X			X				6	Land Use/Plat Query
2	1	M	Determine if a CA is Needed																						
2	1	M	Determine if Directional Drilling is Needed																						
3	1	M	Send Completed APD w/ Evaluation to "Issue APD"																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DED PROCESS: Conduct Surface Evaluation
PROCESS ID: 1.1.1.1.1.2.1.5

MATRIX L-17. P[illegible] EVALUATION (CANDIDATES)
CASE TY[illegible] AND GAS

TOTAL AUTOMATED = 1
TRUE CANDIDATES = 0

IPO SUB PARA#	SENT	DET	PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Copy of APD w/ 13-point Surface Plan																						
1	1	M	Conduct an Environmental Eval of Request																						
2	1	M	Review 13-Point Surface Use Plan																						
2	1	M	Check Access Routes																						
2	1	M	Reserve Pit																						
2	1	M	Check Equipement																						
2	1	M	Check H2S																						
2	1	M	Check Other Gases																						
2	1	M	Check Size of Drill Pad																						
2	2	M	If H2S is Potential Review Safeguards																						
3	1	M	If Lease is Coastal, Coord. APD w/ State Coastal Zone Management Office																						
4	1	M	Check Reclamation Plan																						
4	1	M	Evaluate Reclamation Plan																						
5	1	M	Obtain Sign-off Agreements from w/in BLM																						
5	1	M	Obtain Sign-off Agreements from Outside BLM																						
6	1	M	Conduct On-site Inspection																						
7	1	A	Prepare Environmetal Inspection Reports	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
8	1	M	Send Couple APD w/ Evaluation to "Issue APD"																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Recor Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: Issue APD
PROCESS ID: 1.1.1.1.1.2.1.6

MATRIX L-18. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: OIL AND GAS

TOTAL AUTOMATED = 3
TRUE CANDIDATES = 0

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive APD																						
1	1	M	Receive Evaluations																						
2	1	A	Prepare APD	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
3	1	M	Approve APD																						
3	1	M	Send SPD to Operator																						
3	1	M	Send Copies of APD to SMA, State O&G Comm																						
3	1	A	Send Copy of APD to BLM S.O.	4	4	2	2	1	2	2.50	S									X	X			3	Electronic Mail
4	1	A	Prepare Diligent Development APD	2	2	1	1	2	2	1.67	S								X		X			3	Word Processing
4	1	M	Send Diligent Development APD to "BIA Process Diligent Lease"																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS: Notice of Production
PROCESS ID: 1.1.1.1.1.2.2.1.1.1

MATRIX L-19. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: OIL AND GAS

TOTAL AUTOMATED = 1
TRUE CANDIDATES = 0

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Well Completion Report from Operator																						
2	1	M	Review Well Completion Report																						
2	1	M	Determine if Report Reflects Engineering/ Geological Data Required by the APD																						
3	1	M	Determine if Well is Capable of Production in Paying Quantities																						
3	1	A	Prepare First Production Memo	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
4	1	M	Determine if Land in Lease is Covered by Diligent Development (BIA Lease)																						
4	1	M	Send Copy of First Production Memo to "Process Diligent Operator"																						
5	1	M	Send First Production Memo to "Transfer Account"																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: Transfer Account
PROCESS ID: 1.1.1.1.1.2.2.1.1.2

MATRIX L-20. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: OIL AND GAS

TOTAL AUTOMATED = 2
TRUE CANDIDATES = 2

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive First Production Memo																						
2	1	M	Receive Last Production Memo																						
3	1	M	Receive Case File from Docket																						
4	1	A	Prepare Accounting Advice	4	4	4	4	4	4	4.00	G		X			X	X	X	X					2	Accounting Form Preparation
4	1	M	Send Accounting Advice to Accounting																						
5	1	A	Update Info in CR/ORCA/AALMRS	4	4	4	4	4	4	4.00	G		X				X	X	X			X		1	Case Information Update
6	1	M	Send Transfer of Lease Account to Leasee																						
6	1	M	Send Copy of Lease Account to Accounting																						
7	1	M	Send Case File to Docket																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS: Monthly Report of Operations
PROCESS ID: 1.1.1.1.1.2.2.1.2

MATRIX L-21. [illegible] EVALUATION (CANDIDATES)
CASE TY[illegible] AND GAS

TOTAL AUTOMATED = 0
TRUE CANDIDATES = 0

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Monthly Report fo Operations																						
2	1	M	Receive Case File from Docket																						
3	1	M	Review Monthly Report of Operations																						
3	1	M	Use Report of Oper. to Analyze Status of Well																						
3	1	M	Determine if any Action is Necessary w/ Oper.																						
4	1	M	Send Case File to Docket																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: Fifth Day Sale
PROCESS ID: 1.1.1.1.1.2.2.1.3

MATRIX L-22. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: OIL AND GAS

TOTAL AUTOMATED = 0
TRUE CANDIDATES = 0

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	PRIORITY 2	PRIORITY 3	PRIORITY 4	PRIORITY 5	PRIORITY 6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Fifth Day Report from Operator																						
2	1	M	Receive Case File from Docket																						
3	1	M	Review Fifth Day Report																						
3	1	M	Analyze Status of Well																						
4	1	M	Send Copy of Fifth Day Report to "Accounting"																						
5	1	M	Send Case File to Docket																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS SHEET: 01 OF 01

D PROCESS: Process Notice
OCESS ID: 1.1.1.1.1.2.2.2.1.1

MATRIX L-23. S EVALUATION (CANDIDATES)
CASE TYPE: OIL AND GAS

TOTAL AUTOMATED = 1
TRUE CANDIDATES = 1

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION: CAT	USER REQUIREMENTS
1	1	M	Receive Notice of Intent from Operator																						
2	1	M	Receive Case File from Docket																						
3	1	A	Login Notice of Intent	4	4	4	4	4	4	4.00	G		X				X			X		X		1	Case Action Notation
3	1	M	Check for Completeness and Correctness																						
4	1	M	Send Notice of Intent with Case File to "Technical Review"																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: Technical Review
PROCESS ID: 1.1.1.1.1.2.2.2.1.2

MATRIX L-24. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: OIL AND GAS

TOTAL AUTOMATED = 0
TRUE CANDIDATES = 0

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Notice of Intent w/ Case File																						
2	1	M	Analyze Efficts of Proposed Activity																						
2	2	M	Add Add'l Conditions of Approval																						
3	1	M	Send Notice of Intent for Approval																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
5 - Sensitive
6 - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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BFD PROCESS: Approve Notice
PROCESS ID: 1.1.1.1.1.2.2.2.1.3

MATRIX [illegible] PROCESS EVALUATION (CANDIDATES)
CO[illegible]E: OIL AND GAS

TOTAL AUTOMATED = 1
TRUE CANDIDATES = 0

IPO SUB PARA	SENT	DET	PROCESS (CANDIDATES)	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Notice of Intent with Case File																						
2	1	M	Determine Approval or Disapproval																						
2	1	A	Prepare Decision	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
2	1	M	Sign Decision																						
2	1	M	Send Decision to Operator																						
3	1	M	Send Case File to Docket																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: Process Notice
PROCESS ID: 1.1.1.1.1.2.2.2.2.1

MATRIX L-26. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: OIL AND GAS

TOTAL AUTOMATED = 1
TRUE CANDIDATES = 1

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Subsequent Report from Operator																						
2	1	M	Receive Case File from Docket																						
3	1	A	Log in Subsequent Report	4	4	4	4	4	4	4.00	G		X				X					X		1	Case Action Notation
3	1	M	Verify that Report is Properly Filled out																						
4	1	M	Send Report w/ Case File to "Technical Review																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS: Technical Review
PROCESS ID: 1.1.1.1.1.2.2.2.2.2

MATRIX L-27. P[illegible] EVALUATION (CANDIDATES)
CASE TYPE [illegible] AND GAS

TOTAL AUTOMATED = 0
TRUE CANDIDATES = 0

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Subsequent Report with Case File																						
2	1	M	Analyze Subsequent Report																						
2	1	M	Determine if Activity Conducted and Completed in Accordance w/ Approved NOI																						
3	1	M	Send Report with Case File to "Acknowledge Notice"																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS ID: 1.1.1.1.1.1.2.2.2.2.3

MATRIX L-28. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: OIL AND GAS

TOTAL AUTOMATED = 1
TRUE CANDIDATES = 0

IPO SUB PARA	SENT	DET	PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Subsequent Report with Case File																						
2	1	A	Prepare Acknowledgement	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
2	1	M	Send Report with Acknowledgement to Operator																						
3	1	M	Send Case File to Docket																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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D PROCESS: Last Production
CESS ID: 1.1.1.1.1.2.2.2.3

MATRIX L-29. ... EVALUATION (CANDIDATES)
CASE TY... L AND GAS

TOTAL AUTOMATED = 1
TRUE CANDIDATES = 0

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Case File from Docket																						
2	1	M	Determine if Lease is No Longer Capable of Production																						
2	1	A	Prepare Last Production Memo	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
2	1	M	Send Last Production Memo to Transfer Account																						
3	1	M	Send Case File to Docket																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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D/D PROCESS: Inspection Strategy Plan
PROCESS ID: 1.1.1.1.1.2.4.1

MATRIX L-30. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: OIL AND GAS

TOTAL AUTOMATED = 1
TRUE CANDIDATES = 0

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive O&G Info from O&G Sources																						
1	1	M	Receive BLM Instructional Memo from BLM Reg.																						
2	1	M	Analyze the Information																						
2	1	A	Prepare Inspection Strategy Plan for Fiscal Year	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
3	1	M	Send Copy of Strategy Plan to D.O & S.O.																						
3	1	M	Send Copy of Strategy Plan to Inspection File																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS: Well-Field Inspection
PROCESS ID: 1.1.1.1.1.2.4.2.1

MATRIX L-31. P[illegible] EVALUATION (CANDIDATES)
CASE TY[illegible] AND GAS

TOTAL AUTOMATED = 4
TRUE CANDIDATES = 2

IPO SUB PARA#	SENT	DET	PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Inspection Information																						
2	1	M	Conduct Inspection																						
4	1	A	Check Lease Expiration	1	4	4	2	4		2.67	G	X	X			X	X			X				6	Case Information Query/1-Future Act Sus
4	1	A	If Drilling & Lease Expired, Extend Lease	4	4	4	4	4		4.00	G		X			X	X			X			X	1	Case Information Update
6	1	A	If Violation, Write Incidence of Non-compliance (INC)	2	2	1	1	2	2	1.67	G								X			X		3	Word Processing
6	2	A	If Serious Violation, Prepare Notice of Shut-In.	2	2	1	1	2	2	1.67	G								X			X		3	Word Processing
8	1	M	The INC is Sent to Operator																						
8	1	M	Notice of Shut-In Sent to Operator									1													

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: Undesirable Event
PROCESS ID: 1.1.1.1.1.2.4.2.2

MATRIX L-32. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: OIL AND GAS

TOTAL AUTOMATED = 3
TRUE CANDIDATES = 0

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Undesirable Event Report																						
2	1	M	Inspect Site																						
3	1	A	Prepare Notice for Corrective Action	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
3	1	M	Issue Notice for Corrective Action																						
3	1	A	Inspector Prepares INC	2	2	1	1	2	2	1.67	G								X		x			3	Word Processing
3	1	A	Specialist write Letter for Corrective Action	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
4	1	M	Send Report to S.O., W.O., EPA, Etc.																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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FED PROCESS: Sundry Application
PROCESS ID: 1.1.1.1.1.2.3.2.3.1

MATRIX L-33. ...ES EVALUATION (CANDIDATES)
CASE T... EL AND GAS

TOTAL AUTOMATED = 0
TRUE CANDIDATES = 0

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Notice of Intention to Abandon (NIA)																						
2	1	M	Log in Notice																						
2	1	M	Check to Ensure Adequate Program																						
2	1	M	Check NIA for Technical/Geological Soundness																						
2	1	M	Check NIA Amendments																						
3	1	M	Authorized Officer approves the NIA																						
4	1	M	NIA sent to Operator																						
4	1	M	NIA Placed in Well-File in Case File																						
5	1	M	Receive Case File from Operator																						
6	1	M	Send NIA to " Inspection"																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Recor Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS SHEET: 01 01 01
DFD PROCESS: Inspection
PROCESS ID: 1.1.1.1.1.2.4.2.3.2

MATRIX L-34. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: OIL AND GAS

TOTAL AUTOMATED = 0
TRUE CANDIDATES = 0

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive NIA from Sundry Application																						
2	1	M	Receive Verbal or Written NIA from Operator																						
3	1	M	Check on Abandonment																						
4	1	M	Receive Plugging Request from Operator																						
5	1	M	Engineer Evaluation of Request																						
5	2	M	Determine if Inspection is Necessary																						
5	2	M	Approve or disapprove Request																						
5	1	M	Send Plugging Approval to Operator																						
6	1	M	Witness Plugging																						
7	1	M	Send NIA Technical Specialist																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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NEW PROCESS: PROCESS UNIT
PROCESS ID: 1.1.1.1.1.2.4.2.3.3

MATRIX L-35. PR[illegible] EVALUATION (CANDIDATES)
CASE TYPE[illegible] AND GAS

TOTAL AUTOMATED = 0
TRUE CANDIDATES = 0

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive NIA form Inspection																						
2	1	M	Recommend Approve/Disapprove Subsequent Report of Abandonment (SRA)																						
3	1	M	Send Copy of SRA to Operator																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: Surface Rehab Inspection
PROCESS ID: 1.1.1.1.1.2.4.2.3.4

MATRIX L-36. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: OIL AND GAS

TOTAL AUTOMATED = 0
TRUE CANDIDATES = 0

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Final Abandonment Notice (FAN)																						
2	1	M	Surface Protection Specialist (SPS) Conducts																						
			Inspection																						
2	1	M	If Approved, SPS Recommends FAN																						
3	1	M	If Approved, FAN sent to ST, Area, D.O.																						
3	1	M	If Approved, FAN sent to Bond & Surety																						
3	1	M	FAN sent to Operator																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS: Well-Field Inspection
PROCESS ID: 1.1.1.1.1.2.4.3.1

MATRIX L-37. [illegible] EVALUATION (CANDIDATES)
CASE TYPE: OIL AND GAS

TOTAL AUTOMATED = 2
TRUE CANDIDATES = 0

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	PRIORITY 2	PRIORITY 3	PRIORITY 4	PRIORITY 5	PRIORITY 6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS: EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION: CAT	USER REQUIREMENTS
1	1	M	Receive Inspection Information																						
1	1	M	Determine Wells to be Inspected																						
2	1	M	Conduct Inspections																						
4	1	A	If Violation, Write Incident of Non-Compliance (INC)	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
4	2	A	If Serious Violation, Prepare Notice of Shut-In	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
5	1	M	Send INC to Operator																						
5	1	M	Send Notice of Shut-In to Operator																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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D&D PROCESS: Production Verification
PROCESS ID: 1.1.1.1.1.2.4.3.3

MATRIX L-38. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: OIL AND GAS

TOTAL AUTOMATED = 0
TRUE CANDIDATES = 0

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Case File from Docket																						
1	1	M	Review Monthly Reports of Operations																						
1	1	M	Perform Field Inspection to Verify Accuracy																						
2	1	M	Review Record to Determine Production																						
3	1	M	Send Production Verification Results to Acctn																						
4	1	M	Send Case File to Docket																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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SUB PROCESS: UNDESIRABLE EVENT
PROCESS ID: 1.1.1.1.1.2.4.3.3

MATRIX L-39. P[illegible] EVALUATION (CANDIDATES)
CASE TYP[illegible] AND GAS

TOTAL AUTOMATED = 3
TRUE CANDIDATES = 0

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Undesirable Event report																						
2	1	M	Inspect Site by Inspector or SPS																						
3	1	A	Prepare Notice of Corrective Action	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
3	1	M	Issue Notice of Corrective Action																						
3	1	A	Prepare INC	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
3	1	A	SPS Prepare Letter of Corrective Action	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
4	1	M	Send Report to BLM S.O., W.O., EPA, etc.																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: Sundry Application
PROCESS ID: 1.1.1.1.1.2.4.3.4.1

MATRIX L-40. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: OIL AND GAS

TOTAL AUTOMATED = 0
TRUE CANDIDATES = 0

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Notice fo Intention to Abandon																						
2	1	M	Log In Notice																						
2	1	M	Check to Ensure Adequate Program																						
2	2	M	Check NIA for Technical/Geological Soundness																						
2	2	M	Check NIA for Amendments																						
3	1	M	Authorized Officer Approves NIA																						
4	1	M	NIA sent to Operator																						
4	1	M	NIA place in Well File in Case File																						
5	1	M	Recieve NIA from Operator																						
6	1	M	Examiner Sends NIA to Inspector																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS: Inspection
PROCESS ID: 1.1.1.1.1.2.4.3.4.2

MATRIX L-41. [illegible] EVALUATION (CANDIDATES)
CASE TY[illegible] AND GAS

TOTAL AUTOMATED = 0
TRUE CANDIDATES = 0

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION: CAT	USER REQUIREMENTS
1	1	M	Receive NIA from Sundry Application																						
2	1	M	Receive Verbal/Written NIA from Operator																						
3	1	M	Check on Abandonment																						
5	1	M	Receive Plugging Request from Operator																						
4	1	M	Send NIA to Process SRA																						
6	1	M	Engineer Evaluates Request																						
6	1	M	Determine if Inspection is Necessary																						
6	2	M	Engineer Approves/Disapproves Request																						
6	2	M	Plugging Approval Sent to Operator																						
7	1	M	Witness Plugging																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: Process SRA
PROCESS ID: 1.1.1.1.1.2.4.3.4.3

MATRIX L-42. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: OIL AND GAS

TOTAL AUTOMATED = 0
TRUE CANDIDATES = 0

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive NIA from Inspection																						
2	1	M	Recommend Approval/Disapproval of SRA																						
3	1	M	Send Copy of SRA to Operator																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS: Surface Rehab Inspection
PROCESS ID: 1.1.1.1.1.2.4.3.4.4

MATRIX L-43. P[illegible] EVALUATION (CANDIDATES)
CASE TYPE: [illegible] AND GAS

TOTAL AUTOMATED = 0
TRUE CANDIDATES = 0

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Final Abandonment Notice (FAN)																						
2	1	M	Surface Protection Specialist (SPS) Inspects																						
2	1	M	If Approved, SPS recommends FAN be Signed																						
3	1	M	Approved FAN sent to ST, Area & District Off																						
3	1	M	Approved FAN send to Bond & Surety for Bond																						
3	1	M	FAN Sent to Operator																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

FOR OFFICIAL USE ONLY

DFD PROCESS: Notice of Non-Compliance
PROCESS ID: 1.1.1.1.1.2.4.4.1.1

MATRIX L-44. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: OIL AND GAS

TOTAL AUTOMATED = 2
TRUE CANDIDATES = 1

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	File Resarch in Preparation for an Inspection																						
2	1	A	If Irregular, Finder Prepares INC	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
2	1	M	If INC Prepared, Send to Operator																						
2	1	M	If INC, Send INC to Follow-Up Process																						
3	1	M	Determine Follow-up Action																						
3	1	M	Inspector Performs Inspection																						
4	1	M	Receive INC from Well-Field Inspector																						
5	1	M	Receive INC from Operator																						
5	2	M	Accept Self-Certification from Operator																						
5	3	M	Re-Inspect																						
6	1	A	File INC in AIRS Suspence File	3	4	4	4	4	4	3.83	G		X			X	X	x	x			X		14	Inspection Data Interface

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS: Follow-Up
PROCESS ID: 1.1.1.1.1.2.4.4.1.2

MATRIX L-45. PROCESS EVALUATION (CANDIDATES)
CASE TYPES: OIL AND GAS

TOTAL AUTOMATED = 1
TRUE CANDIDATES = 0

IPO SUB PARA	SENT	DET	PROCESS (CANDIDATES)	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Conduct Follow-Up Administrative Check																						
2	1	A	Write another INC if Necessary	2	2	1	1	2	2	1.67	6								X		X			3	Word Processing
2	1	M	Issue INC to Operator, If Necessary																						
2	1	M	Issue INC to Assessment Process, if Necessary																						
3	1	M	If Violation Corrected, Annotate INC																						
3	1	M	If Violation Corrected, Send INC to Operator																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
5 - Sensitive
6 - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: Assessment
PROCESS ID: 1.1.1.1.1.2.4.4.1.3

MATRIX L-46. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: OIL AND GAS

TOTAL AUTOMATED = 0
TRUE CANDIDATES = 0

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	PRIORITY 2	PRIORITY 3	PRIORITY 4	PRIORITY 5	PRIORITY 6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Information from the INC																						
2	1	M	Recommend and Assessment of Civil Penalty for Administrative Violation																						
2	1	M	Send Recommendation to Operator																						
3	1	M	Send Recommendation to Lessee of Record																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS: Notice of Non-Compliance
PROCESS ID: 1.1.1.1.1.2.4.4.2.1

MATRIX L-47. [illegible] EVALUATION (CANDIDATES)
CASE TYPE: OIL AND GAS

TOTAL AUTOMATED = 2
TRUE CANDIDATES = 0

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Inspector may Discover Field Violation																						
2	1	A	Inspector Prepares Notice INC	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
2	1	A	Inspector Prepares Notice of Shut-In	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
2	1	M	Send INC to Operator																						
2	1	M	Send Notice of Shut-In to Operator																						
2	1	M	Send INC to Follow-Up Inspection																						
2	1	M	Send Notice of Shut-In to Follow-Up Inspectio																						
3	1	M	Receive Notice of Shut-In from Operator																						
3	1	M	Receive INC from Operator																						
3	2	M	Accept Self-Certification from Operator																						
3	3	M	Perform Re-Inspection																						
4	1	M	Send INC to Operator																						
4	1	M	Send Notice of Shut-In to Operator																						
4	1	M	Send INC to Follow-Up Inspection																						
4	1	M	Send Notice of Shut-In to Follow=Up Inspect.																						
5	1	M	Receive INC from Well-Field Inspection																						
5	1	M	Receive Notice of Shut-In from Well-Field Ins																						
6	1	M	Determine Follow-Up Action																						
7	1	M	File INC in AIRS Suspense File																						
7	1	M	File Notice of Shut-In in AIRS Suspense File																						

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: Follow-Up Inspection
PROCESS ID: 1.1.1.1.1.2.4.4.2.2

MATRIX L-48. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: OIL AND GAS

TOTAL AUTOMATED = 2
TRUE CANDIDATES = 0

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS: EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION: CAT	USER REQUIREMENTS
1	1	M	Conduct Follow-Up Field Check																						
2	1	A	If Non-Compliance Continues, Prepare INC	2	2	1	1	2	2	1.67	6								X		X			3	Word Processing
2	1	A	If Non-Compliance, Prepare Notice of Shut-In	2	2	1	1	2	2	1.67	6								X		X			3	Word Processing
2	1	M	Send INC to Operator																						
2	1	M	Send Notice of Shut-In to Operator																						
2	1	M	Send INC to Assessment Process																						
2	1	M	Send Notice of Shut-In to Assessment Process																						
3	1	M	Determine Follow-Up Action																						
4	1	M	Annotate INC																						
4	1	M	Send INC to Operator																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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SUBPROCESS: Assessment
PROCESS ID: 1.1.1.1.1.2.4.4.2.3

MATRIX L-49. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: OIL AND GAS

TOTAL AUTOMATED = 0
TRUE CANDIDATES = 0

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	PRIORITY 2	PRIORITY 3	PRIORITY 4	PRIORITY 5	PRIORITY 6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS: EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION: CAT	USER REQUIREMENTS
1	1	M	Receive INC from Follow-Up Inspection																						
1	1	M	Receive Notice of Shut-In from Follow-Up																						
2	1	M	Levy Immediate Assessment																						
2	1	M	Recommend Assessment or Civil Penalty																						
3	1	M	Send Recommendation to Operator																						
3	1	M	Send Recommendation to Lessee of Record																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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-H

PROCESS SHEET: 1 of 1
DFD PROCESS: Initiate Ca
PROCESS ID: 1.1.1.1.1.2.5.1.1.1

MATRIX L-50. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Oil and Gas

TOTAL AUTOMATED = 0
TRUE CANDIDATES = 0

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive CA Determination from Process Drainag																						
1	1	M	Send CA Notification to lessee																						
2	1	M	Receive Well Completion Report for CA																						
3	1	M	Receives CA request from operator																						
4	1	M	Reviews CA request																						
4	1	M	Builds a CA Case File																						
4	2	M	Send CA Case File to Technical Staff																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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D PROCESS: Technical Review
CESS ID: 1.1.1.1.1.2.5.1.1.2

MATRIX L-51. R[illegible]G EVALUATION (CANDIDATES)
CASE TYPE: Oil and Gas

TOTAL AUTOMATED = 0
TRUE CANDIDATES = 0

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receives Case File from Initiate CA																						
2	1	M	Check spacing requirements																						
2	1	M	Approve/disapprove CA spacing																						
3	1	M	Sends Case File to CA Abstract																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: CA Abstract
PROCESS ID: 1.1.1.1.1.2.5.1.1.3

MATRIX L-52. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Oil and Gas

TOTAL AUTOMATED = 2
TRUE CANDIDATES = 1

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receives Case File																						
2	1	M	Sends CA Information Request to oerator																						
3	1	M	Receives CA Information Reply from operator																						
4	1	A	Determines if Lessees and working interests have committed each lease to the CA	2	2	2	2	2		2.00	G						X			X				6	Case Information Query
5	1	A	Prepares approval/disapproval letter	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
5	1	M	Authorized officer signs letter																						
5	1	M	Sends CA letter to operator																						
5	1	M	Sends CA letter to Status for Records																						
5	1	M	Sends CA letter to Adjudicate CA																						
6	1	M	Sends Case File to Adjudicate CA																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS: Adjudicate CA
PROCESS ID: 1.1.1.1.1.2.5.1.1.4

MATRIX L-53. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Oil and Gas

TOTAL AUTOMATED = 2
TRUE CANDIDATES = 2

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS: EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION: CAT	USER REQUIREMENTS
1	1	M	Receive CA letter from CA Abstract																						
2	1	M	Receives CA Case File from Docket																						
3	1	A	Checks Oil and Gas Use Plats	4	4	3	3	4	3	3.50	G	X		X		X	X	X		X				6	Map/Plat Query
4	1	A	Provides Update Information to CR/ORCA	4	4	4	4	4	4	4.00	G	X	X	X		X	X	X	X	X		X		1	Case Information Update
5	1	M	Sends Case File to Docket																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: Notice of Production
PROCESS ID: 1.1.1.1.1.2.5.1.2.1

MATRIX L-54. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Oil and Gas

TOTAL AUTOMATED = 1
TRUE CANDIDATES = 0

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receives Well Completion Report from operator																						
2	1	A	Create First Production Memo	2	2	1	1	2	2	1.67	6								X		X			3	Word Processing
3	1	M	Send First Production Memo to Transfer Accoun																						
4	1	M	Examine Well Completion Report																						
4	1	M	Examine state spacing																						
4	1	M	Examine formation of well																						
4	1	M	Examine other aspects to determine if CA is necessary																						
4	1	M	Determines if CA is necessary																						
5	1	M	Send Well Completion Report to Initiate CA																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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SS ID: 1.1.1.1.1.2.5.1.2.2

MATRIX L-55. PR[illegible] EVALUATION (CANDIDATES)
CASE [illegible] il and Gas

TOTAL AUTOMATED = 4
TRUE CANDIDATES = 2

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive First Production Memo from Applicatio																						
			Examiner																						
2	1	M	Receive Case File from Docket																						
3	1	A	Determine which leases affected by CA are	3	4	4	3	2	3	3.17	G			X						X				6	Case Information Query
			actual and which are allocated																						
4	1	A	Prepares Accounting Advice to transfer leases																						
			from BRASS to AFS																					3	Word Processing
4	1	M	Sends Accounting Advice to Accounting (BRASS)																						
5	1	A	Inputs update information to CR/ORCA	4	4	4	4	4	4	4.00	G	X	X	X		X	X	X	X	X			X	1	Case Information Update
6	1	A	Prepares Notice of Transfer of Lease Account																					3	Word Processing
6	1	M	Sends Notice of Transfer of Lease Account to																						
			lessee																						
6	1	M	Sends Notice of Transfer of Lease Account to																						
			Accounting (AFS)																						
7	1	M	Sends Case File to Docket																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS SHEET: 1 of 1
DFD PROCESS: Operator Termination
PROCESS ID: 1.1.1.1.1.2.5.1.2.3.1

MATRIX L-56. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Oil and Gas

TOTAL AUTOMATED = 2
TRUE CANDIDATES = 1

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive CA Termination Request from operator																						
2	1	M	Receive CA Case File from Docket																						
3	1	A	Determine which leases are affected by the CA Termination Request	2	3	2	3	3	2	2.50	G	X		X		X	X			X				6	Case Information Query
4	1	A	Prepare a CA Termination Letter	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
4	1	M	Authorized officer sign CA Termination Letter																						
4	1	M	Send CA Termination Letter to operator/lessee																						
5	1	M	Send copy of CA Termination Letter to Status for Records																						
5	1	M	Send copy of CA Termination Letter to Adjudicate Termination																						
6	1	M	Send CA Case File to Docket																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS: Automatic Termination
PROCESS ID: 1.1.1.1.1.2.5.1.2.3.2

MATRIX L-57. [illegible] EVALUATION (CANDIDATES)
CASE [illegible] Oil and Gas

TOTAL AUTOMATED = 1
TRUE CANDIDATES = 0

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Monthly Report of Operations from opr																						
2	1	M	Determines well no longer productive and CA should be terminated																						
3	1	M	Receives Case File from Docket																						
4	1	A	Prepares CA Termination Letter	2	2	1	1	2	2	1.67	6								X		X			3	Word Processing
4	1	M	Officer signs CA Termination Letter																						
4	1	M	Send CA Termination Letter to operator/lessee																						
5	1	M	Send copy of CA Termination Letter to Status of Records																						
5	1	M	Send copy of CA Termination Letter to Adjudicate Termination																						
6	1	M	Send Case File to Docket																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: Adjudicate Termination
PROCESS ID: 1.1.1.1.1.2.5.1.2.3.3

MATRIX L-58. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Oil and Gas

TOTAL AUTOMATED = 7
TRUE CANDIDATES = 6

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS: EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION: CAT	USER REQUIREMENTS
1	1	M	Receives CA Termination Letter from operator																						
2	1	M	Receives CA Case File from Docket																						
3	1	A	Checks plats	4	4	4	4	4	4	4.00	G	X			X		X	X		X				6	Map/Plat Query
3	1	M	Checks other paperwork																						
4	1	A	Ensures that all affected leases are extended	4	4	4	4	4	4	4.00	G					X			X	X		X		1	Case Information Update
4	2	A	Prepares an Extension Notice	3	3	2	2	2	3	2.50	G								X		X			1	Case Form/Document Preparation
4	2	M	Sends Extension Notice to lessees																						
5	1	A	Checks rentals	4	4	4	4	4	4	4.00	G	X				X	X			X				6	Case Information Query
5	1	A	Checks royalties	4	4	4	4	4	4	4.00	G	X				X	X			X				6	Case Information Query
5	1	A	Prepares Accounting Advice	4	3	4	2	3	3	3.17	G	X		X			X		X		X	X	X	2	Accounting Form Preparation
5	1	M	Sends Accounting Advice to Accounting(BRASS)																						
6	1	A	Updates Case Recordation/ORCA	4	4	4	4	4	4	4.00	G	X		X	X		X	X	X	X		X		1	Case Information Update
7	1	M	Send Case File to Docket																						

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS SHEET: 1 of 1
PROCESS: Initial Designation
PROCESS ID: 1.1.1.1.1.2.5.2.1.1

MATRIX L-59. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Oil and Gas

TOTAL AUTOMATED = 1
TRUE CANDIDATES = 0

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	PRIORITY 2	PRIORITY 3	PRIORITY 4	PRIORITY 5	PRIORITY 6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS: EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION: CAT	USER REQUIREMENTS
1	1	M	Receive Unit Proposal																						
2	1	M	Review Unit Proposal																						
2	1	M	Establish meeting with operators if necessary																						
2	1	M	Request Addl Info from operators																						
3	1	M	Approve/disapprove initial request																						
3	1	A	Prepare Logical Designation Letter	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
3	1	M	Send Logical Designation Letter to operator																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: Abstracting
PROCESS ID: 1.1.1.1.1.2.5.2.1.2

MATRIX L-60. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Oil and Gas

TOTAL AUTOMATED = 1
TRUE CANDIDATES = 0

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Unit Agreement																						
2	1	M	Receive Case File																						
3	1	M	Get Logical Designation Letter from Case File																						
4	1	M	Verify all requirements of LDL are met																						
5	1	M	Ensure joiners have committed to unit																						
6	1	M	Determine committment on units																						
7	1	A	Prepare Approval letter	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
7	1	M	Send signed approval letter to individuals																						
8	1	M	Send Case File to Adjudicate Unit Agreement																						
8	1	M	Send Lease Case File to Adjudicate Unit Agree																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS: Adjudicate Unit Agreement
PROCESS ID: 1.1.1.1.1.2.5.2.1.3

MATRIX L-61. PRIORITY EVALUATION (CANDIDATES)
CASE TYPE: Oil and Gas

TOTAL AUTOMATED = 2
TRUE CANDIDATES = 2

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Unit Agreement and Case File																						
2	1	M	Receive unit agreement																						
3	1	A	Review Oil and Gas use plats	4	4	4	4	4	4	4.00	G	X		X		X	X	X		X				6	Map/Plat Query
4	1	M	Segregate leases in unit agreement																						
5	1	A	Update CR/ORCA	4	4	4	4	4	4	4.00	G	X	X	X		X	X	X	X	X		X		1	Case Information Update
6	1	M	Send Case File to Docket																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS SHEET: 1 of 1
DFD PROCESS: Process Unit Change
PROCESS ID: 1.1.1.1.1.2.5.2.1.4.1

MATRIX L-62. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Oil and Gas

TOTAL AUTOMATED = 1
TRUE CANDIDATES = 0

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	OU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Unit Change Request																						
2	1	M	Receive Unit Case File																						
3	1	M	Examine Request																						
3	1	A	Prepare approval/disapproval unit change lett	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
3	1	M	Send signed unit change letter to appropriate																						
4	1	M	Send Case File to Adjudicate Change																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
OU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS: Adjudicate change
SS ID: 1.1.1.1.1.2.5.2.1.4.2

MATRIX L-63. PR[illegible] EVALUATION (CANDIDATES)
CASE TY[illegible] Oil and Gas

TOTAL AUTOMATED = 3
TRUE CANDIDATES = 3

IPO PARA	SUB SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive unit change letter from Process Unit																						
2	1	M	Receive Case File from Process Unit Change																						
3	1	M	Receive Unit Change Letter from Records																						
4	1	A	Review Oil and Gas Use Plats	4	4	4	4	4	4	4.00	G	X		X		X	X	X		X				6	Map/Plat Query
4	1	M	Review Scope of change																						
4	1	M	Determine if change requires CR/ORCA update																						
5	1	M	Determine if change requirers BRASS update																						
6	1	A	Update CR/ORCA	4	4	4	4	4	4	4.00	G	X	X			X	X	X	X			X		1	Case Information Update
6	1	A	Prepare Accounting Advice	2	3	3	2	3	3	2.67	G	X	X			X			X		X	X	X	2	Accounting Form Preparation
6	1	M	Send Accounting Advice to Accounting																						
7	1	M	Send Unit Case File to Docket																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: Well Determinations
PROCESS ID: 1.1.1.1.1.2.5.2.1.5.1.1

MATRIX L-64. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Oil and Gas

TOTAL AUTOMATED = 1
TRUE CANDIDATES = 0

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Paying/nonpaying well determination																						
2	1	M	Review Determination																						
2	1	M	Determine approval/disapproval																						
3	1	A	Prepare paying/nonpaying well letter	2	2	1	1	2	2	1.67	6								X		X			3	Word Processing
3	1	M	send signed paying/noOnpaying well ltr docket																						
3	1	M	send signed paying/noOnpaying well ltr operat																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS: Form Participating Area
PROCESS ID: 1.1.1.1.1.2.5.2.1.5.1.2

MATRIX L-65. PPRA EVALUATION (CANDIDATES)
CASE STUDY: Oil and Gas

TOTAL AUTOMATED = 2
TRUE CANDIDATES = 1

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive PA Proposal																						
2	1	M	Receive Case File																						
3	1	M	Determine Acceptability of PA																						
4	1	A	Determine actual and allocated leases	3	2	3	3	2	3	2.67	G	X	X			X	X			X				6	Case Information Query
5	1	M	Send PA Allocation Schedule to Transfer Accou																						
6	1	A	Prepare PA Approval Letter	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
6	1	M	Send signed PA approval letter to operator																						
6	1	M	Send signed PA approval letter to Docket																						
7	1	M	Send Case File to Docket																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: Notice of Production
PROCESS ID: 1.1.1.1.1.2.5.2.1.5.1.3

MATRIX L-66. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Oil and Gas

TOTAL AUTOMATED = 1
TRUE CANDIDATES = 0

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS: EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION: CAT	USER REQUIREMENTS
1	1	M	Receive Well Completion Report																						
2	1	A	Create First Production Memo	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
3	1	M	Send First Production Memo to Transfer Accoun																						

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS: Transfer Account
PROCESS ID: 1.1.1.1.1.2.5.2.1.5.1.4

MATRIX L-67. PRIORITY EVALUATION (CANDIDATES)
CASE 1TYPE: Oil and Gas

TOTAL AUTOMATED = 2
TRUE CANDIDATES = 2

IPO SUB PARA	SENT	DET	PROCESS (CANDIDATES)	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive First Production Memo																						
2	1	M	Receive PA Allocation Schedule																						
3	1	M	Receive Case File																						
4	1	M	Determine Leases affected by unit																						
5	1	A	Prepare Accounting Advice	3	3	4	2	4	3	3.17	6	X	X			X	X	X	X		X	X	X	2	Accounting Form Preparation
5	1	M	Send Accounting Advice to BRASS																						
6	1	A	Update CR/ORCA	4	4	4	4	4	4	4.00	6	X	X	X		X	X	X	X	X		X		1	Case Information Update
7	1	M	Send Notice of Transfer to Accounting																						
7	1	M	Send Notice of Transfer to lessee																						
8	1	M	Send Case File to Docket																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
5 - Sensitive
6 - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: Approve POD/POO
PROCESS ID: 1.1.1.1.1.2.5.2.1.5.1.5

MATRIX L-68. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Oil and Gas

TOTAL AUTOMATED = 1
TRUE CANDIDATES = 0

IPO PARA	SUB SENT	DET	PROCESS (CANDIDATES)	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive POD or POO																						
2	1	M	Receive Case File																						
3	1	M	Review POD or POO																						
3	1	M	Ensure unit development & govt interests met																						
4	1	A	Prepare POD and POO Letter	2	2	1	1	2	2	1.67	6								X		x			3	Word Processing
5	1	M	Send signed approved/disapproved ltr to opr																						
6	1	M	Send Case File to Docket																						

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS: Voluntary Termination
PROCESS ID: 1.1.1.1.1.2.5.2.1.5.2.1

MATRIX L-69. PROGRAM EVALUATION (CANDIDATES)
CASE TYPE: Oil and Gas

TOTAL AUTOMATED = 2
TRUE CANDIDATES = 1

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Unit Term Request submitted to auth officer																						
2	1	M	Receive Unit Case File																						
3	1	A	Determine leases affected by unit termination	2	3	2	1	2	3	2.17	G	X	X			X	X			X				6	Case Information Query
4	1	M	Ensure all operators/lessees have agreed with																						
5	1	A	Prepare unit termination letter	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
5	1	M	Send signed unit term letter to operator																						
6	1	M	Send copy of unit term letter to Adjudicate T																						
6	1	M	Send copy of unit term letter to Status																						
7	1	M	Send Case File to Adjudicate Termination																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: Automatic Termination
PROCESS ID: 1.1.1.1.1.2.5.2.1.5.2.2

MATRIX L-70. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Oil and Gas

TOTAL AUTOMATED = 1
TRUE CANDIDATES = 0

IPO SUB PARA	SENT	DET	PROCESS (CANDIDATES)	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Monthly Report of Operations																						
2	1	M	Determine if unit should be terminated																						
2	1	M	Determine leases affected by termination																						
3	1	M	Receive unit case file																						
4	1	A	Prepare unit termination letter	2	2	1	1	2	2	1.67	6								X		X			3	Word Processing
4	1	M	Send signed unit termination letter to operat																						
5	1	M	Send copy of termination letter to status																						
5	1	M	Send copy of termination letter to Adj Term																						
6	1	M	Send unit case file to Adjudicate Termination																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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FOR OFFICIAL USE ONLY

PROCESS: Automatic Elimination
PROCESS ID: 1.1.1.1.1.2.5.2.1.5.2.3

MATRIX L-71. PRE[illegible] VALUATION (CANDIDATES)
CASE TY[illegible] Oil and Gas

TOTAL AUTOMATED = 4
TRUE CANDIDATES = 3

IPO PARA	SUB SENT	DET	PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	1	2	3	4	5	6	7	EN	QU	GE	UP	AN	CAT	USER REQUIREMENTS
1	1	A	Receive Unit Information from CR/ORCA	4	4	4	4	4	4	4.00	G	X		X		X				X				6	Case Information Query
2	1	M	Deter if unit lands capable prod unitized sub																						
2	1	A	Automatically eliminate from unit area pursua	4	3	4	3	4	3	3.50	G	X	X	X		X	X	X	X	X		X		1	Case Information Update
3	1	A	Determine leases affected by elimination acti	3	4	4	3	2	3	3.17	G	X		X		X				X	X			6	Case Information Query
4	1	M	Receive unit case file																						
5	1	A	Prepare unit elimination letter	2	2	1	1	2	2	1.67	G													3	Word Processing
5	1	M	Send signed unit elim letter to operators																						
6	1	M	Send copy of elim letter to Records																						
6	1	M	Send copy of elim letter to Adjudicate termin																						
7	1	M	Send unit case file to Adjudicate Termination																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Recor Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: Adjudicate Termination/Elimination
PROCESS ID: 1.1.1.1.1.2.5.2.1.5.2.4

MATRIX L-72. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Oil and Gas

TOTAL AUTOMATED = 4
TRUE CANDIDATES = 3

IPO SUB PARA	SENT	DET	PROCESS (CANDIDATES)	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive unit termination letter																						
2	1	M	Receive unit elimination letter																						
3	1	M	Receive Case File																						
4	1	A	Review plats	3	2	4	3	4	2	3.00	G	X		X		X	X	X		X				6	Map/Plat Query
5	1	M	Review Paperwork																						
5	1	M	Ensure all affected leases are extended																						
5	1	A	Prepare extension notice	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
5	1	M	Send Extension notice to lessee																						
6	1	A	Prepare Accounting Advice	3	3	4	2	4	3	3.17	G	X	X			X	X	X	X		X	X	X	2	Accounting Form Preparation
6	1	A	Send Advice to Accounting																						
7	1	M	Update CR/ORCA	4	4	4	4	4	4	4.00	G	X	X	X		X	X	X	X	X		X		1	Case Information Update
8	1	M	Send unit case file to Docket																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

9. Management Information Processing

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PROCESS: Initial Gas Storage Process
PROCESS ID: 1.1.1.1.1.2.5.2.2.1

MATRIX L-73. PRIORITY EVALUATION (CANDIDATES)
CASE 1: Oil and Gas

TOTAL AUTOMATED = 3
TRUE CANDIDATES = 1

IPO SUB PARA	SENT	DET	PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Gas Storage Request																						
2	1	M	Receive Unit Case File																						
3	1	M	Review Unit Agreement																						
3	1	M	Review associated documents																						
3	1	A	Determine reservoir capacity	3	2	2	3	3	2	2.50	G	X					X			X		X		12	Retrieve Reservoir Information
4	1	M	Set injection/withdrawal rates																						
4	1	M	Set annual rental fee																						
4	1	A	Prepare Gas Fee letter	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
4	1	M	Send fee letter to Accounting																						
5	1	M	Determine if expansion of Gas Stor Agrmt nec																						
6	1	M	Send additional bonding letter to Bond Surety																						
8	1	A	Prepare approval/disapproval letter	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
8	1	M	Send signed agreement to Status																						
8	1	M	Send signed agreement to operator																						
8	1	M	Send signed agreement to Adjudicate Gas Stora																						
9	1	M	Send unit case file to Adjudicate Gas Storage																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: Adjudicate Gas Storage Process
PROCESS ID: 1.1.1.1.1.2.5.2.2.2

MATRIX L-74. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Oil and Gas

TOTAL AUTOMATED = 1
TRUE CANDIDATES = 1

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Gas Storage Agreement																						
2	1	M	Receive unit case file																						
3	1	A	Review plats	4	4	4	4	4	4	4.00	G	X		X		X	X	X		X				6	Map/Plat Query
3	1	M	Review Documents																						
4	1	M	Add gas storage agreement to case file																						
5	1	M	Send unit case file to Docket																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS: Initiate Development Process
PROCESS ID: 1.1.1.1.1.2.5.2.3.1

MATRIX L-75. [illegible] EVALUATION (CANDIDATES)
CASE [illegible] Oil and Gas

TOTAL AUTOMATED = 1
TRUE CANDIDATES = 0

IPO SUB PARA	SENT	DET	PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Development Request																						
2	1	M	Receive unit case file, if applicable																						
3	1	M	Create Development Case File																						
4	1	M	Examine Development Request to determine if request in governments best interest																						
5	1	A	Prepare approval/disapproval letter	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
5	1	M	Send Signed Development Letter to Operator																						
5	1	M	Send signed Development Letter to Records																						
5	1	M	Send signed Development Letter to Adjudicate Development Process																						
6	1	M	Send unit CF to Adjudicate Development Process																						
6	1	M	Send development CF to Adjudicate Development Process																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

FOR OFFICIAL USE ONLY

DFD PROCESS: Adjudicate Development Process
PROCESS ID: 1.1.1.1.1.2.5.2.3.2

MATRIX L-76. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Oil and Gas

TOTAL AUTOMATED = 1
TRUE CANDIDATES = 1

IPO SUB PARA#	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Development Letter																						
2	1	M	Receive Unit and/or Development Case File																						
3	1	A	Review Plats	4	4	4	4	4	4	4.00	6	X		X		X	X	X		X				6	Map/Plat Query
4	1	M	Add Development Letter to Case File																						
5	1	M	Send unit and/or development CF to Docket																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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FOR OFFICIAL USE ONLY

FOR OFFICIAL USE ONLY

PROCESS: Process Drainage
ESS ID: 1.1.1.1.1.2.5.3

MATRIX L-77. EVALUATION (CANDIDATES)
CASE TY il and Gas

TOTAL AUTOMATED = 9
TRUE CANDIDATES = 7

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Technical Specialst receives Drainage Request																						
2	1	A	Technical Spec receives Oil & Gas Information	3	4	4	2	3		3.17	G	X	X			X				X	X			6	Case Information Query
3	1	A	Tech Spec receives Lease Info from CR/ORCA	4	4	4	3	4		3.83	G	X	X			X				X				6	Case Information Query
4	1	M	Prepares Drainage Case File																						
5	1	M	Tech Spec determines if CA appropriate																						
6	1	A	Write Initial Notification Letter	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
6	1	M	Sends Initial Notification Letter to lessees																						
7	1	M	Receive Initial Drainage Response from Lessee																						
8	1	A	Geologically characterizes and maps reservoir	2	3	2	3	3	3	2.67	G	X	X				X	X		X	X		X	5	Map/Plat Generation
8	1	A	Computes Reservoir parameters	3	2	2	3	2	3	2.50	G	X					X	X		X	X		X	9	Calculate Reservoir Information
9	1	M	Petroleum engineer evaluates reservoir analys																						
9	2	M	Petroleum engineer evaluates production histo																						
9	2	A	Petroleum enginr calcs reservoir/econ analysi	2	3	3	2	2	3	2.50	G					X	X	X	X	X	X		X	12	Retrieve Reservoir Information
10	1	M	Send Drainage Determ to Id Competetive Parcel																						
11	1	A	Tech Spec prepares Drainage Demand Letter	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
11	1	M	Drainage Demand Letter Signed																						
11	1	M	Sends Drainage Demand Letter to Lessee(s)																						
12	1	M	Tech Spec receives Drainage Reply from lessee																						
13	1	M	Tech Spec evaluates lessees response																						
14	1	M	Tech Spec determines if protective measure																						
			is adequate																						
14	1	M	Tech Spec determines if compensatory royalty																						
			is to be assessed																						
15	1	M	If Drainage determined, tech spec sends a																						
			Drainage Determination to the Lessees																						
16	1	A	Wait 10 days to see if lessees appealed	4	4	4	4	4	4	4.00	G						X			X	X			1	Future Action Suspense
16	2	M	If no appOeal, send Drainage Determination																						
			to Accounting (MMS)																						
17	1	M	Tech Spec sends Drainage CF to Drainage File																						
18	1	M	Adjudication receives Case File from Docket																						
19	1	A	Adjudication allocates leases affected by	4	3	3	2	3	3	3.00	G					X	X			X		X		1	Case Information Update
			the Drainage Determination																						
20	1	M	Adjudication enters drainage info into CF																						
21	1	M	Adjudication sends Case File to Docket																						

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DFD PROCESS: Process Diligent Lease
PROCESS ID: 1.1.1.1.1.2.5.4.1

MATRIX L-78. PROCESS EVALUATION (CANDIDATES)
CASE TYPE: Oil and Gas

TOTAL AUTOMATED = 1
TRUE CANDIDATES = 1

IPO SUB PARAM	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	The examiner receives a Lease from the BIA																						
2	1	M	Examiner builds Case File																						
2	1	M	Examiner sends Case File to Docket																						
3	1	A	Examiner receives an APD from an operator	1	2	2	1	2	2	1.67	G		X				X			X		X		3	Electronic Data Transfer
4	1	M	Examiner sends APD to BIA																						
5	1	M	Examiner receives the BIA Transmittal Letter																						
6	1	M	Examiner sends APD to operator																						
7	1	M	Examiner sends APD to Process Application																						
8	1	M	Examiner receives approved APD from Issue APD																						
9	1	M	Examiner sends copy of APD to BIA																						
10	1	M	Examiner receives Case File from Docket																						
10	1	M	Examiner adds APD to Case File																						
11	1	M	Examiner sends Case File to Docket																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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PROCESS: Process Diligent Operations
ESS ID: 1.1.1.1.1.2.5.4.2

MATRIX L-79. EVALUATION (CANDIDATES)
CASE Oil and Gas

TOTAL AUTOMATED = 2
TRUE CANDIDATES = 2

IPO SUB PARA	SENT	DET	CANDIDATES PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receives a First Production Memo from Notice of Production																						
2	1	M	Receives Case File from Docket																						
3	1	A	Geologist evaluates, by mapping, producing formations to determine development potential of lease	2	3	2	3	3	2	2.50	G	X		X				X		X		X		X	5 Map/Plat Generation
4	1	M	Engineer evaluates undeveloped potential for economic viability																						
5	1	M	Sends Diligent Development Letter to operator																						
5	2	M	Receives economic & geologic data from operat																						
6	1	M	Receives Diligent Development Letter from opr																						
7	1	A	Receives Oil and Gas Information	3	4	4	4	3	4	3.67	G	X		X				X		X		X			6 Case Information Query
7	1	M	Specialist reviews data																						
8	1	M	Approves/disapproves oprs determination/plans																						
9	1	M	Sends Diligent Development Notice to operator																						
9	1	M	Sends Diligent Development Notice to BIA																						
10	1	M	BIA recommendation letter sent to BIA																						
12	1	M	Sends Compensatory Rental to Operator																						
12	1	M	Sends Compensatory Rental to Accounting (MMS)																						
12	1	M	Sends Compensatory Rental to BIA																						
13	1	M	Sends Case File to Docket																						

LEGEND:

[PRIORITY]
0 - not consider
1 - want/desired
2 - possible need
3 - minimum need
4 - critical need

[SECURITY]
S - Sensitive
G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
EN - Entry/Capture
QU - Query
GE - Reporting/Data Generation
UP - Update/Maintenance
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[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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CASE TYPE: Oil and Gas

TOTAL AUTOMATED = 5
TRUE CANDIDATES = 4

IPO SUB PARA	SENT	DET	CANDIDATES: PROCESS	PRIORITY 1	2	3	4	5	6	AVG	SEC	PROGRAM OBJECTIVES 1	2	3	4	5	6	7	INFORMATION PROCESSING AREAS EN	QU	GE	UP	AN	DERIVED USER REQUIREMENT EVALUATION CAT	USER REQUIREMENTS
1	1	M	Receive Gas application																						
2	1	M	Receive Well completion Report from operator																						
3	1	M	Receive Case File from Docket																						
3	1	A	Assign Case File or application a docket nabr	4	3	2	3	4	4	3.33	G						X		X					1	Case Serialization
4	1	A	Receives Oil and Gas Information	4	3	4	3	4	4	3.67	G	X	X			X				X	X			6	Case Information Query
4	2	M	Check information submitted by operator																						
5	1	A	Receive lease information from CR/ORCA	4	4	4	4	4	4	4.00	G	X	X			X				X	X			6	Case Information Query
5	3	M	Sends Gas Response Letter to operator																						
6	1	M	Checks gas application																						
6	1	M	Determines if geologic/production data meet NGPA criteria																						
7	1	A	Gas Determination form is prepared	2	2	1	1	2	2	1.67	G								X		X			3	Word Processing
7	2	M	Authorized officer signs form																						
7	2	M	Form posted for 21 days																						
7	2	A	Automate 21 day "tickler"	4	4	4	4	4	4	4.00	G						X			X	X			1	Future Action Suspense
8	1	M	Authorized officer signs form																						
8	1	M	Application sent to FERC																						
8	1	M	Application sent to operator																						
8	1	M	Application sent to gas purchaser																						
8	1	M	Gas Determination form sent to FERC																						
8	1	M	Gas Determination form sent to operator																						
8	1	M	Gas Determination form sent to gas purchaser																						
9	1	M	Tech spec receive NGPA Info Request from FERC																						
10	1	M	Spec sends NGPA Info request to operator																						
11	1	M	Receives NGPA Info Request from operator																						
11	1	M	Sends NGPA Info Request to FERC																						
12	1	M	Sends Case File to Docket																						

LEGEND:

[PRIORITY]
- 0 - not consider
- 1 - want/desired
- 2 - possible need
- 3 - minimum need
- 4 - critical need

[SECURITY]
- S - Sensitive
- G - General Data/Process

[PROGRAM OBJECTIVES]
1. Streamline responses to land and mineral inquiries
2. Facilitate processing of applications and permits
3. Improve access to ownership and use records
4. Improve physical security of records, and protect proprietary and confidential information
5. Ensure accuracy and consistency of data
6. Improve the Bureau's planning, tracking & evaluation
7. Reduce costs of records management

[INFORMATION PROCESSING AREAS]
- EN - Entry/Capture
- QU - Query
- GE - Reporting/Data Generation
- UP - Update/Maintenance
- AN - Analysis/Manipulation

[DERIVED USER REQUIREMENT CATAGORIES (CAT)]
1. Case Transactions
2. Case Accounting
3. Office Support
4. Legal Reference Cont
5. Land Status Records Process
6. Query Processing
7. System Chargeback
8. Document Reference Control
9. Management Info Processing
10. Information Transfer
11. Qualification Processing
12. Resource Info Processing
13. Acreage Control
14. Inspection Data Process

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DATA DICTIONARY ELEMENT			EVALUATION CRITERIA			ALMRS AUTOMATED DATA AREAS **											
DATA NAME	DATA TYPE	SEC	DET	INTERNAL SYSTEM	SATISFY USER REQUIREMENT	LAND DESC	OWN&ISER STAT	LOG	STIP	REGU REFR	DOC REFR	CASE ACTS	BOND	SURE	QUAL	STR NAME	RES DATA	GED COOR
Account Records	Records	S	N/A															
Accounting Advice	Record	G	A	X	2		X	X										
Acknowledgement letter	Data Flow	G	N/A															
Additional Bonding letter	Record	G	A	X	3*													
Ads	Record	G	A	X	3*													
Advance Rental Data	Record	S	N/A															
Agent's List	Record	S	A	X	3*													
Alaska Bond List	Record	G	A	X	6							X	X					
Alaska Hold Sale Notice	Record	G	A	X	3*													
Alaska Sale List	Record	G	A	X	3*													
Alaska from Comp	Aggregate	S	A	X	1										X	X		
Alaska to Comp	Aggregate	G	A	X	1							X						
Antitrust objection	Record	S	M															
Appeal	Data Flow	G	M															
Applicant from Comp	Aggregate	G	A	X	3*													
Applicant to Comp	Aggregate	G	M															
Application	Record	G	M															
Application for Permit to Drill	Record	G	M															
Assessment	Record	G	A	X	3*													
Bia Recommendation Letter	Record	G	A	X	3*													
Bia Transmittal Letter	Record	G	M															
BLM Instructional Memorandum	Record	G	A	X	3*													
Balance all Batches	Record	S	N/A															
Batch Control Sheet	Record	S	N/A															
Bidder Antitrust Information	Record	S	M															
Bidding Logs	Record	G	A	X	3*													
Bond List	Record	G	A	X	6							X						
CA Determination	Record	G	A	X	3*													
CA Information Reply	Record	G	M															
CA Information Request	Record	G	A		6		X					X						
CA Letter	Record	G	A	X	3*													

LEGEND: [USER REQUIREMENT CATAGORIES]

1. Case Transactions
2. Case Accounting Processing
3. Office Support
4. Legal Reference Control
5. Land Status Records Processing
6. Query Processing
7. System Chargeback
8. Document Reference
9. Management Information Processing
10. Information Transfer
11. Qualification Processing
12. Resource Information Processing
13. Acreage Control Processing
14. Inspection Data Processing

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* By-product of an automated process.

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DETermination:
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M - Manual
N/A - Not Applicable because of SIMO.

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MATRIX XII - DATA EVALUATION (CANDIDATES)
CASE TYPE: OIL AND GAS

DATA DICTIONARY ELEMENT		EVALUATION CRITERIA				ALMRS AUTOMATED DATA AREAS **												
DATA NAME	DATA TYPE	SEC	DET	INTERNAL SYSTEM	SATISFY USER REQUIREMENT	LANDDESC	OWN&STAT	USER&LOG	STIP	REGUIREFR	DOC REFR	CASEACTS	BOND	SURE	QUAL	INSTRNAME	RESDATA	GEDCOOR
CA Request	Record	G	M															
CA Termination Letter	Record	G	A	X	3*													
CA Termination Request	Record	G	M															
CUDDD from LOLOO	Aggregate	G	A	X	3*													
CUDDD from Operator	Aggregate	G	M															
CUDDD form Records	Aggregate	G	M															
CUDDD to Accounting	Aggregate	G	A		2							X						
CUDDD To LOLOO	Aggregate	G	A	X	3*													
CUDDD to Operator	Aggregate	G	A	X	3*													
CUDDD to Records	Aggregate	G	M															
Cancelled Lease List	Record	G	A	X	1	X	X	X										
Case File	Set	G	A		1,3			X				X						
Case Report Letter	Data Flow	G	A	X	3*													
Compensatory Rental	Record	G	A	X	3*													
Conditions of Approval	Record	G	M															
Correction Update	Record	S	N/A															
Deficient and Outstanding Report	Record	G	A	X	3*													
Description of KGS Lands	Record	G	N/A															
Designation of Operator	Record	G	M															
Detect Report	Record	G	N/A															
Development Letter	Record	G	A	X	3*													
Development Request	Record	G	M															
Diligent Development Letter	Record	G	A	X	3*													
Dilligent Development Notice	Record	G	A	X	3*													
Diligent Development Reply	Record	G	M															
Diligent to BIA	Aggregate	S	A	X	3*													
District Letter	Record	G	N/A															
District KGS Letter	Record	G	N/A															
District from Comp	Record	G	A	X	3*													
District to Comp	Record	G	N/A															
Draft Competitive Notice	Record	G	A	X	3*													
Drainage Case File	Set	G	M															

LEGEND: [USER REQUIREMENT CATAGORIES]

1. Case Transactions
2. Case Accounting Processing
3. Office Support
4. Legal Reference Control
5. Land Status Records Processing
6. Query Processing
7. System Chargeback
8. Document Reference
9. Management Information Processing
10. Information Transfer
11. Qualification Processing
12. Resource Information Processing
13. Acreage Control Processing
14. Inspection Data Processing

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MATR - DATA EVALUATION (CANDIDATES)
TYPE: OIL AND GAS

DATA DICTIONARY ELEMENT				EVALUATION CRITERIA		** ALMRS AUTOMATED DATA AREAS												
DATA NAME	DATA TYPE	SEC	DET	INTERNAL SYSTEM	SATISFY USER REQUIREMENT	LAND DESC	OWN&ISER STATI	LOG	STIP	REGUI REFRI	DOC REFRI	CASE ACTS	BOND	SURE	QUAL	MSTRI NAME	RES DATA	GEO COOR
Drainage Demand Letter	Record	G	A	X	3*													
Drainage Determination	Record	G	A	X	1,3	X		X		X								
Drainage Reply	Record	G	M															
Drainage Request	Record	G	A	X	3*													
Drainage from Lessees	Aggregate	G	M															
Drainage to Lessees	Aggregate	G	A	X	3*													
Drawing List	Record	S	N/A															
Drilling Letter	Record	G	A	X	3*													
Expired Lease List	Record	G	M															
Extension Notice	Record	G	A	X	3,6	X	X											
Extract List	Record	S	N/A															
FAN Offices	Aggregate	G	M															
Fifth Day Report	Record	G	M															
Final Abandonment Notice	Record	G	A	X	3*													
Final Results List	Record	S	N/A															
First Production Memo	Record	G	A	X	3,12	X	X	X										
From Alaska	Aggregate	G	M															
Gas Application	Record	G	M															
Gas Determination Form	Record	G	A		1,3							X						
Gas Fee Letter	Record	G	A	X	3*													
Gas Response Letter	Record	G	A	X	3*													
Gas Storage Agreement	Record	G	A	X	3*													
Gas Storage Request	Record	G	M															
Historical Part A File	Record	S	N/A															
Individual KGS Parcel	Record	G	N/A															
Information Reply	Record	G	A	X	10	X	X					X						
Initial Drainage Response	Record	G	A	X	3*													
Initial Evaluation Worksheet	Record	S	A	X	3*													
Initial Notification Letter	Record	G	A	X	3*													
Inspection Information	Record	S	A	X	6,10,14	X	X	X				X						
Inspection Strategy Plan	Record	G	A	X	3*													
Inspection from Operator	Aggregate	G	M															

LEGEND: [USER REQUIREMENT CATAGORIES]

1. Case Transactions
2. Case Accounting Processing
3. Office Support
4. Legal Reference Control
5. Land Status Records Processing
6. Query Processing
7. System Chargeback
8. Document Reference
9. Management Information Processing
10. Information Transfer
11. Qualification Processing
12. Resource Information Processing
13. Acreage Control Processing
14. Inspection Data Processing

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MATRIX XII - DATA EVALUATION (CANDIDATES)
CASE TYPE: OIL AND GAS

DATA DICTIONARY ELEMENT		EVALUATION CRITERIA				ALMRS AUTOMATED DATA AREAS **												
DATA NAME	DATA TYPE	SEC	DET	INTERNAL SYSTEM	SATISFY USER REQUIREMENT	LAND DESC	OWN& STAT	LOG	USER STIP	REGU REFR	DOC REFR	CASE ACTS	BOND	SURE	QUAL	STR NAME	RES DATA	GEO COOR
Inspection to Operator	Aggregate	G	A	X	3*													
KGS Case File	Set	S	N/A															
KGS Determination	Record	G	N/A															
KGS Letter	Record	G	N/A															
KGS Notice	Record	G	N/A															
KGS Report	Record	G	N/A															
Last Production Memo	Record	G	A	X	3*													
Lease	Record	G	M															
Lease Information	Record	G	A	X	1	X	X	X										
Listings	Record	S	N/A															
Logical Designation Letter	Record	G	A	X	3*													
Mail Ds Tape	Tape	S	N/A															
Microfiche	Set	G	N/A															
Microfilm	Set	S	N/A															
Money	Element	S	M															
Monthly Report of Operations	Record	G	M															
NGPA Information Request	Record	G	M															
NGPA from Operator	Aggregate	G	M															
NGPA from FERC	Aggregate	G	M															
NGPA to Operator	Aggregate	G	A	X	3*													
NOPR Response	Record	G	M															
NOS Conditions of Approval	Record	G	A	X	3*													
NPR-A Land Description	Record	S	A	X	1	X												
NPR-A Sale Map	Record	G	M															
New KGS Determination	Record	G	N/A															
Nomination Letter	Record	G	N/A															
Notice of Incidents of Noncomplianc	Record	G	A	X	3*													
Notice of Intention	Record	G	M															
Notice of Intention to Abandon	Record	G	M															
Notice of Shut-in	Record	G	A	X	3*													
Notice of Staking	Record	G	A	X	3*													

LEGEND: [USER REQUIREMENT CATAGORIES]

1. Case Transactions
2. Case Accounting Processing
3. Office Support
4. Legal Reference Control
5. Land Status Records Processing
6. Query Processing
7. System Chargeback
8. Document Reference
9. Management Information Processing
10. Information Transfer
11. Qualification Processing
12. Resource Information Processing
13. Acreage Control Processing
14. Inspection Data Processing

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DETermination:
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M - Manual
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XII - DATA EVALUATION (CANDIDATES)
CASE TYPE: OIL AND GAS

DATA DICTIONARY ELEMENT				EVALUATION CRITERIA		** ALMRS AUTOMATED DATA AREAS												
DATA NAME	DATA TYPE	SEC	DET	INTERNAL SYSTEM	SATISFY USER REQUIREMENT	LAND DESC	OWN&SER STAT	LOG	STIP	REGU REFR	DOC REFR	CASE ACTS	BOND	SURE	QUAL	MSTR NAME	RES DATA	GEO COOR
Notice of Termination	Record	G	M															
Notice of Transfer of Lease Account	Record	G	M															
OMR Tape	Tape	S	M															
OTC List	Record	G	M															
OTC Rejection Notice	Data Flow	G	A		3*													
Offer to Lease	Record	G	A		3*													
Oil and Gas Information	Set	G	A		1,6	X						X					X	X
Operator to CA	Aggregate	G	M															
PA Allocation Schedule	Record	G	A		6	X	X	X				X						
PA Approval Letter	Record	G	A		3*													
PA proposal	Record	G	M															
POD Letter	Record	G	M															
POO Letter	Record	G	A		3*													
Part B Listing	Record	S	A		3*													
Paying-Nonpaying Well Determination	Record	G	M															
Paying-Nonpaying Well Letter	Record	G	A		3*													
Penality	Record	G	M															
Plan of Development	Record	G	M															
Plan of Operation	Record	G	M															
Plat	Record	G	A		1,5	X	X	X									X	
Plugging Approval	Record	G	M															
Plugging Request	Record	G	M															
Post Lease from BIA	Aggregate	G	M															
Post Lease from Operator	Aggregate	G	M															
Post Lease to Accounting	Aggregate	G	M															
Post Lease to Lessee	Aggregate	G	M															
Post lease to Operator	Aggregate	G	M															
Pre-Sale Estimate Value	Record	S	M															
Prelease from Accounting	Aggregate	G	M															
Prelease from Applicant	Aggregate	G	M															
Prelease from Case Recordation	Aggregate	G	M															

LEGEND: [USER REQUIREMENT CATAGORIES]

1. Case Transactions
2. Case Accounting Processing
3. Office Support
4. Legal Reference Control
5. Land Status Records Processing
6. Query Processing
7. System Chargeback
8. Document Reference
9. Management Information Processing
10. Information Transfer
11. Qualification Processing
12. Resource Information Processing
13. Acreage Control Processing
14. Inspection Data Processing

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MATRIX XII - DATA EVALUATION
CASE TYPE: OIL AND GAS

DATA DICTIONARY ELEMENT		EVALUATION CRITERIA				ALMRS AUTOMATED DATA AREAS **												
DATA NAME	DATA TYPE	SEC	DET	INTERNAL SYSTEM	SATISFY USER REQUIREMENT	LAND DESC	OWN&STAT	USER#LOG	STIP	REGUIREFR	DOC REFR	CASE ACTS	BOND	SURE	QUAL	STRINAME	RES DATA	GEO COOR
Prelease from District	Aggregate	G	M															
Prelease from Leassee	Aggregate	G	M															
Prelease from SMA	Aggregate	G	M															
Prelease to Accounting	Aggregate	G	M															
Prelease to Applicant	Aggregate	G	M															
Prelease to Case Recordation	Aggregate	G	M															
Prelease to District	Aggregate	G	M															
Prelease to lessee	Aggregate	G	M															
Prelease to Public	Aggregate	G	M															
Prelease to SMA	Aggregate	G	M															
Probable Rejection Notice	Record	G	M															
Problem List	Record	G	N/A															
Production Verification Results	Record	G	M															
Record Change Data	Record	G	N/A															
Refund Notification	Record	S	M															
Reinstatement Request	Record	G	M															
Rejection Letter	Record	G	M															
Rejection Decision	Data Flow	G	A		3*													
Relinquished Lease List	Record	G	M															
Relinquishment Letter	Record	G	M															
Reoffer List	Record	G	M															
Request for Bonding	Record	G	A		1,3	X		X					X	X				
Request For Information	Data Flow	G	M															
Request For New Priority Applicant	Data Flow	S	M															
Reselection Request	Data Flow	G	M															
SIMO List	Record	G	N/A															
SIMO from Accounting	Aggregate	G	N/A															
SIMO from Computer	Aggregate	G	N/A															
SIMO to Accounting	Aggregate	G	N/A															
SIMO to Computer	Aggregate	G	N/A															
SIMO to District	Aggregate	G	N/A															
SIMO to Public	Record	G	N/A															

LEGEND: [USER REQUIREMENT CATAGORIES]

1. Case Transactions
2. Case Accounting Processing
3. Office Support
4. Legal Reference Control
5. Land Status Records Processing
6. Query Processing
7. System Chargeback
8. Document Reference
9. Management Information Processing
10. Information Transfer
11. Qualification Processing
12. Resource Information Processing
13. Acreage Control Processing
14. Inspection Data Processing

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XII - DATA EVALUATION (CANDIDATES)
CASE TYPE: OIL AND GAS

DATA DICTIONARY ELEMENT				EVALUATION CRITERIA		ALMRS AUTOMATED DATA AREAS **												
DATA NAME	DATA TYPE	SEC	DET	INTERNAL SYSTEM	SATISFY USER REQUIREMENT	LAND DESC	OWN&STAT	USER LOG	STIP	REGU REF	DOC REF	CASE RACTS	BOND	SURE	QUAL	INSTR NAME	RES DATA	GEO COOR
SMA Letter	Record	G	A		3*													
SMA from Comp	Aggregate	G	M															
Sale Recommendation Report	Data Flow	G	A		3*													
Sale Results	Record	G	A		3*													
Sealed Bid	Record	S	M															
Serial Number	Element	G	M															
Serial Number Page	Record	G	M															
Stipulations	Record	G	A		12	X		X	X									
Subsequent Report	Record	G	A		1							X						
Subsequent Report of Abandonment	Record	G	M															
Surface Land Agreement	Record	G	M															
Tape Transmit	Tape	S	M															
Tapes	Tape	S	M															
Terminated Lease List	Record	G	A	X	1,2	X		X				X				X		
Township All Record	Record	G	M									X				X		
Unacceptable Notice	Record	G	A	X	1,2	X		X										
Undesirable Event Report	Record	G	A		3*													
Unit Agreement	Record	G	A		3*													
Unit Change Letter	Record	G	A		3*													
Unit Change Request	Record	G	M															
Unit Elimination Letter	Record	G	M															
Unit Information	Record	G	M															
Unit Proposal	Record	G	M															
Unit Termination Letter	Record	G	M															
Unit Termination Request	Record	G	M															
Unit And Records	Aggregate	G	M															
Unit From Operator	Aggregate	G	M															
Unit From Operators	Aggregate	G	M															
Unit to Operator	Aggregate	G	M															
Unit to Operators	Aggregate	G	M															

LEGEND: [USER REQUIREMENT CATAGORIES]

1. Case Transactions
2. Case Accounting Processing
3. Office Support
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MATRIX XII - DATA EVALUATION (CANDIDATES)
CASE TYPE: OIL AND GAS

DATA DICTIONARY ELEMENT				EVALUATION CRITERIA			ALMRS AUTOMATED DATA AREAS **												
DATA NAME	DATA TYPE	SEC	DET	INTERNAL SYSTEM	SATISFY USER REQUIREMENT		LAND DESC	OWN STAT	USER LOG	STIP	REGU REFR	DOC REFR	CASE ACTS	BOND	SURE	QUAL	MSTR NAME	RES DATA	GED COOR
Update Information	Record	G	A	X	1,5,6		X	X	X				X						
Well Completion Report	Record	G	M		3*														
Winner's Update	Record	G	N/A																
Withdraw Notification	Record	G	N/A																

LEGEND: [USER REQUIREMENT CATAGORIES]

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